

# Kern, Inyo, and Mono Counties



2003-2004

OCCUPATIONAL OUTLOOK

# Kern, Inyo and Mono Counties Occupational Outlook

*Sponsored by*

Kern County Board of Supervisors  
Inyo County Board of Supervisors  
Mono County Board of Supervisors  
State of California,  
Employment Development Department,  
Labor Market Information Division  
<http://www.calmis.cahwnet.gov>  
California Career Resource Network (CalCRN)  
<http://www.californiacareers.info>

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2003 - 2004



# Acknowledgments

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nder the Workforce Investment Act (WIA) of 1998, the Kern, Inyo and Mono Workforce Investment Board is certified by the Governor of the State of California to set policy for the three-county region regarding workforce investment activities. These activities will benefit individuals served by WIA by helping them increase their employability and earnings as well as occupational skill attainment. As a result, these individuals will contribute to improving the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation.

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- The employers of Kern, Inyo and Mono Counties who gave their valuable time and shared information for this project;
- The education and training providers of Kern, Inyo and Mono Counties who provided information on education and training programs for the occupations appearing in this report;
- The Kern County Board of Supervisors;
- The Inyo County Board of Supervisors;
- The Mono County Board of Supervisors;
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# Introduction



The 2003 - 2004 Occupational Outlook is presented by the Kern, Inyo and Mono Workforce Investment Board through the efforts of Employers' Training Resource (ETR). ETR is a department of the County of Kern that administers funds for employment and training activities and services in Kern, Inyo and Mono Counties.

The information contained in this report was collected and analyzed through a cooperative effort between ETR and the Labor Market Information Division of the California Employment Development Department (LMID/EDD) as part of a statewide project known as the California Cooperative Occupational Information System (CCOIS). The CCOIS was initiated by EDD in 1986 to determine the occupational needs of employers and to match those needs with the skills of local job seekers. The California Career Resource Network (CalCRN) provided additional guidance.

The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to ETR's Labor Market Information unit.

The 2003 - 2004 Occupational Outlook includes the input of hundreds of employers in Kern, Inyo and Mono Counties. The aggregate data represent the employment of several thousand workers in the 24 occupations studied in the three-county area. The data presented in this report are intended to provide schools, counselors, job seekers and businesses with current information and projected trends.

## Key Terms

When reference is made to *all*, *almost all*, *most*, *many*, *some* or *few* of the survey respondents, the following definitions apply:

<i>All</i>	100%
<i>Almost All</i>	80% to 99%
<i>Most</i>	60% to 79%
<i>Many</i>	40% to 59%
<i>Some</i>	20% to 39%
<i>Few</i>	Less than 20%

Following are descriptions of each section of the Occupational Summaries.

## Titles and Descriptions

SOC occupations are listed alphabetically by their Standard Occupational Classification (SOC) titles. The titles and definitions are based on the SOC dictionary published by the Bureau of Labor Statistics (BLS), October 2001. The occupations were selected for survey based on the needs of local users of occupational information.

Non-SOC occupations included in this report are new or emerging occupations. SOC numbers were not developed for these occupations prior to selection. Non-SOC numbers and definitions are developed by the State to make sure the CCOIS does not duplicate non-SOC codes or descriptions. Non-SOC occupations included in this report are: CAD Technicians and Grocery Checkers.

## Wages and Benefits

### Wages

The wage data enable comparison of salary ranges across occupations. The data are not intended to represent official prevailing wages. The wages included in this report are those paid by employers



## Introduction

(continued)

participating in the survey for employees at three levels of experience. Extreme wages are excluded. One wage section is shown when the percent of union employment, as reported by employers, is greater than 80% or less than 20%. Two wage sections are shown when the percent of union employment, as reported by employers, is from 20% to 80%. The median represents the midpoint of the ranges of salaries reported with an equal number of higher and lower salaries. All wage data reflect wages through October 10, 2003.

Although wage information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

When responding to the survey, employers were asked to refer to the definitions below:

**New hires, no experience:** Wages of persons trained or untrained but with no paid experience.

**New hires, experienced:** Wages paid to journey-level or experienced persons just starting at the firm.

**Three years with firm, experienced:** Wages generally paid to persons with three or more years of journey-level experience at the firm.

### Benefits

This section provides information on fringe benefits traditionally offered by employers for full-time workers (and part-time workers, if applicable). The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

This category presents the amount and kinds of work experience, education and skills required by surveyed employers. Also included are typical

employer preferences and key personal traits usually present in those working in the occupation.

### Minimum Level of Education Required

Because the lack of education will create a barrier with some employers, their educational statements have been included in this report. This section indicates the minimum education level required for each occupation as reported by employers. All employers responded to this question. While minimum educational requirements have been shown as the responding employers expressed them, these educational requirements are not always essential for the performance of job duties.

### Experience and Training

This section indicates the percentage of responding employers who require work experience in the occupation, accept other occupational experience, accept training as a substitute for experience and require technical or vocational training, along with the average number of months the employers prefer for experience and/or training.

### Available Training

Where applicable, we have identified local training providers who offer related training for each occupation. A list of these training and education providers is located at the back of this report. Additional information about the availability of these and other occupational training opportunities may be found at the California Career Resource Network (CalCRN) website at <http://www.californiacareers.info>

### Skills, Licenses and Other Requirements

The basic skills, knowledge, abilities, certification and licensing information described in this section are from information provided by LMID/EDD and not from employers who responded to the survey.

## Employment Trends

### Supply and Demand

The terms used in this section of the summary refer to the relative difficulty the employers experienced in finding qualified applicants for inexperienced and experienced positions in the occupation. Supply and demand terms are listed separately for experienced and inexperienced workers. Terms are currently defined as:

#### Very Difficult

Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

#### Moderately Difficult

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants may find little competition in their job search.

#### Not Difficult

Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

### Recruitment Methods

Listed in this section are the most common methods used by the responding employers to recruit applicants for the occupation.

### Size of Occupation

The terms used to describe the size of each occupation refer to the projected number of workers in an occupation for the period 2001 - 2008. This estimate was obtained from the Occupational Forecast Tables provided by LMID/EDD. The following scale was used to define the occupation size:

Terms	% of Wage & Salary Employment Total	Occupation Size
Small	less than .15	329 or less
Medium	.15 but not .30	330 to 659
Large	.30 but not .65	660 to 1,429
Very Large	.65 and above	1,430 or more

### Gender

Reporting employer response to the gender question is mandatory and is stated as a percentage of the employees represented.

### Where the Jobs Are

This section identifies the major sources of employment for each occupation. The industry titles are taken from the Standard Industrial Classification (SIC) as used in the 2001 - 2008 Occupational Forecast Tables supplied by LMID/EDD.

### Projections

This section reports employers' perceptions of whether employment in an occupation declined, remained stable or grew over the past 12 months and whether the employers expect their firms' employment within an occupation to decline, remain stable or grow over the next 24 months.

### Growth Rate

Growth rates for the years 2001-2008, as projected in the Occupational Forecast Tables provided by LMID/EDD, are described by their relationship to growth for all occupations in the survey area. For the period 2001-2008, the combined projected average growth rate for all occupations in Kern, Inyo and Mono Counties is 8.8 percent. One of the following standard terms is used to describe the expected growth rate for the outlook period:

## Introduction

(continued)

Much faster than average	1.50 times average or more
Faster than average	1.10 to 1.49 times average
Average	0.90 to 1.09 times average
Slower than average	0.10 to .89 times average
No significant change, or remain stable	-0.10 to 0.09 times average
Slow decline	Less than -0.10 times average

## Other Information

### Hours Worked

The weighted average number of weekly hours worked by full-time employees and part-time employees, if applicable, are shown in this section.

### Promotional Opportunities

This section shows whether the responding employers promote employees in the occupation to higher level positions.

## Possible Uses for This Report

■ **Career Decisions:** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, benefits, labor demand and sources of employment and training.

■ **Program Planning:** This report provides planners and administrators with local employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve or plan new programs.

■ **Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

■ **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in our labor market area.

■ **Program Marketing:** Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

■ **Human Resources Management:** Small business owners and large corporation directors alike can use this report to help determine competitive wages and benefits, improve their recruitment and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference to base and support these and many other decisions.

Questions regarding the information contained in this report should be directed to Employers' Training Resource, Labor Market Information, (661) 336-6978 or (800) 334-5670.

For additional information about the CCOIS project and other labor market data, please visit the EDD/LMID website at

<http://www.calmis.cahwnet.gov>

and the California Career Resource Network (CalCRN) Web site at:

<http://www.californiacareers.info>

# Statement of Program Methods

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The information presented in the *2003-2004 Occupational Outlook*, unless otherwise noted, is specific to Kern, Inyo and Mono Counties. The data contained in this report were collected from June 18, 2003 through October 10, 2003. The occupations presented in this report were selected for study by Employers' Training Resource (ETR) staff and other local users of occupational information. These users include training providers, educational administrators, vocational planners and counselors, employers and others.

## Occupation Selection

The following process was used to select the occupations to be included in this program. Initially, three criteria were identified by ETR staff to narrow down the list of occupations to be surveyed. The criteria were: the occupation has a substantial employment base in Kern, Inyo and Mono Counties; there is a substantial number of projected job openings in the three-county area; and the occupation has not been surveyed for the CCOIS project within the past three years.

For the first two criteria (substantial employment base and projected number of job openings), occupational forecast tables prepared by EDD were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Kern, Inyo and Mono Counties. Occupations that showed a strong projected growth rate and/or that have a substantial employment base and are expected to have a substantial need for replacement employees were selected.

ETR staff then developed a preliminary list of occupations. With input from local employers, community organizations, training providers, ETR staff and LMID/EDD, some occupations may have been dropped and others added until a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupations.

## Titles and Definitions

An occupation has a title and a definition that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this program is the Standard Occupational Classification (SOC) system developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS) or the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Employment and Training Administration (ETA). BLS uses the SOC system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers. Examples of occupational titles include janitor, phlebotomist, and electronics assembler.

## Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID/EDD staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a nurse aide would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries such as health services, retail trade, manufacturing, etc.

## Statement of Program Methods

(continued)

This was considered for each occupation when establishing the sample of employers who would receive questionnaires. The sample comprised a cross section of various sized firms and represented major employing industries for each occupation. ETR staff reviewed and modified each sample, as appropriate, to obtain an initial list of at least 40 employers for most of the occupations. For some occupations that had a limited employer base, the sample was smaller than 40 employers. LMID/EDD reviewed and approved the edited samples before the survey began.

### Questionnaire Development

A basic questionnaire was used for all occupations. This standard, two-page questionnaire was developed by LMID/EDD. A sample questionnaire is included on pages 72 and 73 of this report.

### Survey Procedures

During the initial survey process, ETR staff further refined the samples since some employers responded that they did not use the occupation(s) being surveyed, were no longer in business, or for other reasons could not be included in the study. Additional employers were added to the list based on staff's knowledge of local firms or firms listed in telephone directories and on the Internet.

ETR staff used a combination of approaches to collect the data. Initially, all employers in the sample were faxed or mailed an explanation of the program with the standard questionnaire. Follow-up phone calls were made to employers who did not respond to the survey after five business days. During this follow up, ETR staff explained the project, verified that the employers used the occupation and requested their participation in the study. Employers willing to participate in the survey were encouraged to complete the questionnaire over the phone. If that was not a convenient time, employers willing to

complete the questionnaire were called back at a time they designated, or were sent another questionnaire by fax or mail.

If the employers still did not respond after an additional five business days, they were once again contacted by phone to encourage them to return the questionnaire and once again given the opportunity to complete the questionnaire by telephone.

All completed surveys were reviewed by ETR staff for completeness and consistency. Employers were contacted if answers were unclear, incomplete, or conflicted with other responses or information obtained about the occupation.

Completed questionnaires were then coded for data entry. ETR's required response goal for most of the occupations was 15 useable surveys. However, those occupations with a small employer sample required a relatively greater response rate. Required response goals also included a minimum of three useable surveys from the major industry(ies) employing the occupation to ensure adequate representation.

### Tabulation and Results

Survey responses were entered into a database and tabulated. From those tabulations, ETR staff analyzed the data, and the final occupation summaries were prepared. Each summary was then reviewed by EDD/LMID before the final report was produced.

Unless otherwise noted, each occupational summary provides information on training and hiring requirements, size of the occupation, gender, employment trends, supply/demand assessment, wages, fringe benefits, and other information.

Specific employer information is and will remain confidential.

# Occupational Summaries

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## Kern, Inyo and Mono Counties

- Automotive Service Technicians and Mechanics
- Bookkeeping, Accounting, and Auditing Clerks
- CAD Technicians
- Computer Systems Analysts
- Construction Laborers
- Dental Assistants
- Farmworkers, Farm and Ranch Animals
- First Line Supervisors/Managers of Housekeeping and Janitorial Workers
- First Line Supervisors/Managers of Office and Administrative Support Workers
- General and Operations Managers
- Grocery Checkers
- Machinists
- Office Clerks, General
- Paralegals and Legal Assistants
- Pharmacy Technicians
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
- Septic Tank Servicers and Sewer Pipe Cleaners
- Service Unit Operators, Oil, Gas, and Mining
- Sheet Metal Workers
- Stock Clerks and Order Fillers
- Teacher Assistants
- Truck Drivers, Heavy and Tractor-Trailer
- Veterinary Assistants and Laboratory Animal Caretakers
- Waiters and Waitresses



# Automotive Service Technicians and Mechanics

SOC Code: 493023

17 Employers Responded

85 Jobs Represented

## Description

Diagnose, adjust, repair, or overhaul automotive vehicles.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$14.00	\$ 7.00
New hires/with experience	\$ 8.00	\$20.00	\$13.00
Experienced/3+yrs. with firm	\$ 8.05	\$25.00	\$16.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

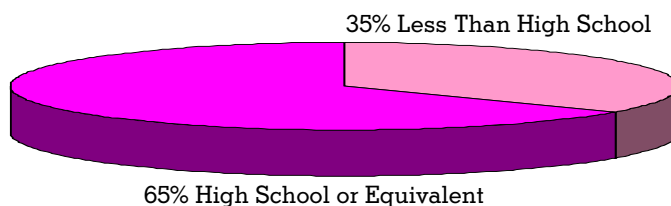
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	35%	0%	41%	0%	0%	0%
Dental Insurance	12%	0%	29%	0%	0%	0%
Vision Insurance	18%	0%	29%	0%	0%	0%
Life Insurance	24%	0%	18%	0%	0%	0%
Sick Leave	35%	0%	6%	0%	0%	0%
Vacation	71%	0%	6%	0%	0%	0%
Retirement Plan	6%	0%	24%	0%	0%	0%
Child Care	6%	0%	0%	0%	6%	0%
Other	0%	0%	0%	0%	100%	0%

FT = Full-time Employees      PT = Part-time Employees

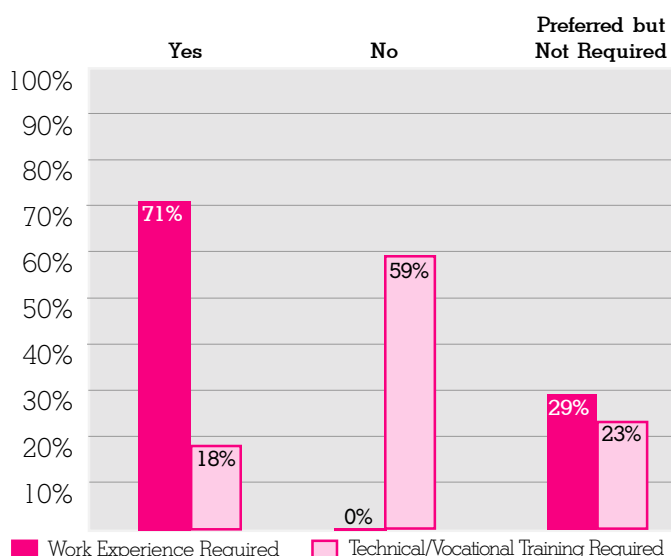
*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<u>Number of Months</u>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	60	22
Technical/Vocational Training Required	3	24	13

*Percentages are based on the number of employers responding to this question.*



## Available Training

- Arvin High School
- Bakersfield College
- Bakersfield Technical College
- Cerro Coso Community College
- Inyo County Adult Education
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Sierra Sands Unified School District Adult School
- Taft College
- West Side Regional Occupational Program

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Willingness to work with close supervision
- ◆ Ability to work independently
- ◆ Possession of a good DMV driving record

### Technical Skills:

- ◆ Possession of a Brake Check Certificate
- ◆ Possession of a valid driver's license
- ◆ Certified in Auto Service Excellence (ASE)
- ◆ Certified in auto air conditioning maintenance and repair
- ◆ Certified as a Smog Control Mechanic
- ◆ Ability to repair brakes, emission controls, vehicle air conditioners, carburetors, vehicle heaters and fuel injection systems
- ◆ Front end alignment skills
- ◆ Ability to implement safe work practices
- ◆ Ability to tune up engines
- ◆ Gas welding skills
- ◆ Ability to operate electronic automotive diagnostic equipment
- ◆ Arc welding skills

### Basic Skills:

- ◆ Ability to read and follow instructions
- ◆ Basic math skills
- ◆ Oral communication skills
- ◆ Ability to write legibly

## Employment Trends

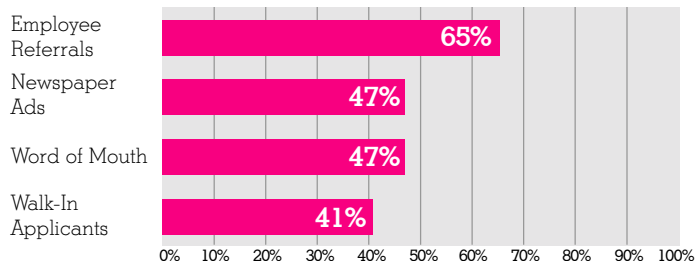
### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult

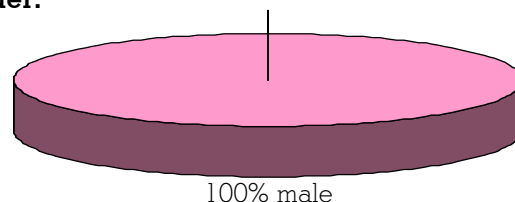
Inexperienced: Very Difficult

### Recruitment Methods



**Size of Occupation:** Very large (1430 and above)

### Gender:



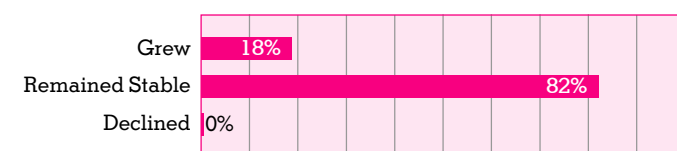
### Where the Jobs Are

### Major Employing Industries:

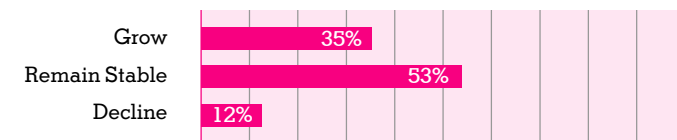
- Automotive repair shops

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Much faster than average (13.3%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 20 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, some (29%) promote employees from this occupation to higher level positions, such as Smog Technician or Service Manager.

# Bookkeeping, Accounting, and Auditing Clerks

SOC Code: 433031

15 Employers Responded

30 Jobs Represented

## Description

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 7.00	\$14.44	\$10.00
New hires/with experience	\$ 7.48	\$22.00	\$12.00
Experienced/3+ yrs. with firm	\$ 8.63	\$28.77	\$13.46

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	100%	33%	0%	0%	0%	0%
Dental Insurance	75%	33%	0%	0%	8%	0%
Vision Insurance	75%	33%	0%	0%	0%	0%
Life Insurance	75%	33%	0%	0%	8%	0%
Sick Leave	83%	33%	0%	0%	0%	0%
Vacation	100%	33%	0%	0%	0%	0%
Retirement Plan	58%	33%	25%	0%	0%	0%
Child Care	17%	17%	0%	0%	0%	0%
Other	0%	0%	100%	100%	0%	0%

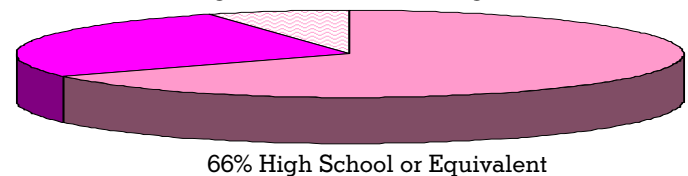
FT = Full-time Employees PT = Part-time Employees

*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

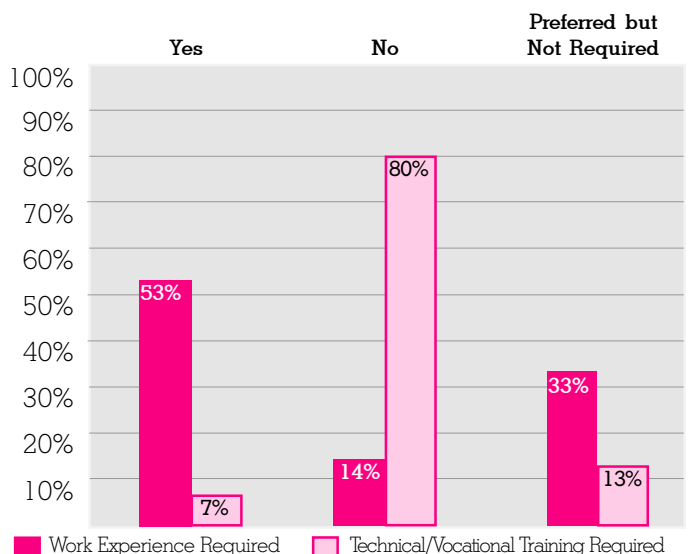
## Employer Requirements

### Minimum Level of Education Required

27% Associate Degree 7% Bachelor Degree



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	48	23
Technical/Vocational Training Required	3	6	4

*Percentages are based on the number of employers responding to this question.*

## Available Training

- Bakersfield College
- Bakersfield Technical College
- California State University, Bakersfield
- Cerro Coso Community College
- Delano Adult School
- Kern High School District - Bakersfield Adult School
- Kern High School District Regional Occupational Center
- Mexican American Opportunity Foundation
- North Kern Vocational Training Center
- Santa Barbara Business College
- Taft College
- University of Phoenix - Bakersfield Learning Center

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Ability to perform routine repetitive work
- ◆ Willingness to work with close supervision
- ◆ Ability to pay attention to detail
- ◆ Public contact skills
- ◆ Ability to work independently

### Technical Skills:

- ◆ Bondable
- ◆ Accounting skills
- ◆ Ability to write effectively
- ◆ Telephone answering skills
- ◆ Ability to use database software
- ◆ Ability to use spreadsheet software
- ◆ Bookkeeping skills
- ◆ Ability to operate 10-key adding machine by touch
- ◆ Payroll processing skills
- ◆ Ability to conduct an audit
- ◆ Ability to use word processing software

### Basic Skills:

- ◆ Ability to write legibly
- ◆ Basic math skills
- ◆ Ability to read and follow instructions
- ◆ Oral communication skills

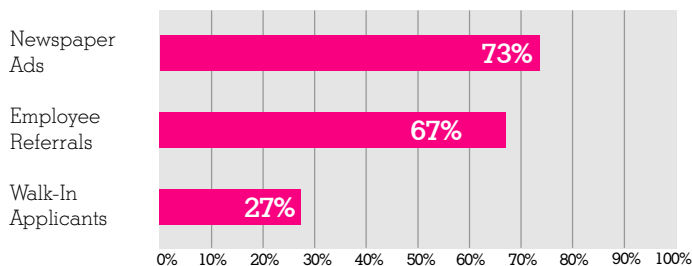
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

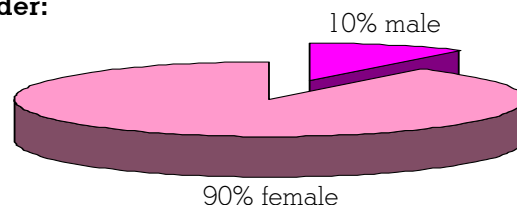
Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Very large (1430 and above)

### Gender:



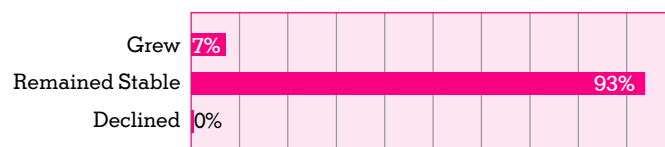
### Where the Jobs Are

### Major Employing Industries:

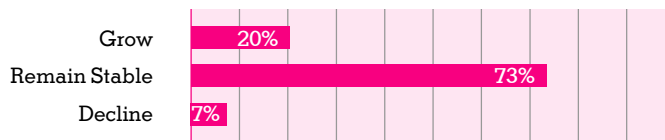
- Accounting, auditing, and bookkeeping services

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slow decline (-3.5%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 24 hours per week

### Promotional Opportunities

Of the employers who responded to this question, many (40%) promote employees from this occupation to higher level positions, such as Supervisor, Enrolled Agent or Customer Service.

# CAD Technicians

Non-SOC Code: 173019009

15 Employers Responded

48 Jobs Represented

## Description

Operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 9.00	\$28.00	\$12.50
New hires/with experience	\$10.00	\$20.00	\$15.00
Experienced/3+yrs. with firm	\$12.00	\$30.00	\$19.98

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

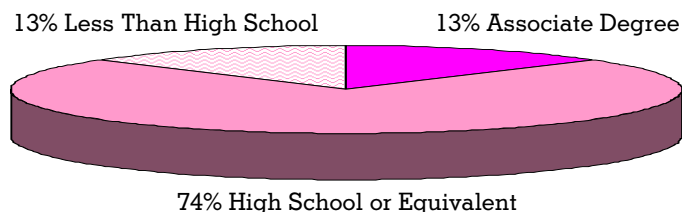
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	57%	25%	43%	0%	0%	0%
Dental Insurance	36%	0%	29%	0%	0%	0%
Vision Insurance	36%	0%	21%	0%	0%	0%
Life Insurance	50%	0%	14%	0%	0%	0%
Sick Leave	57%	25%	7%	0%	0%	0%
Vacation	86%	25%	7%	0%	0%	0%
Retirement Plan	21%	25%	29%	0%	0%	0%
Child Care	0%	0%	0%	0%	14%	0%
Other	40%	33%	40%	0%	0%	0%

FT = Full-time Employees PT = Part-time Employees

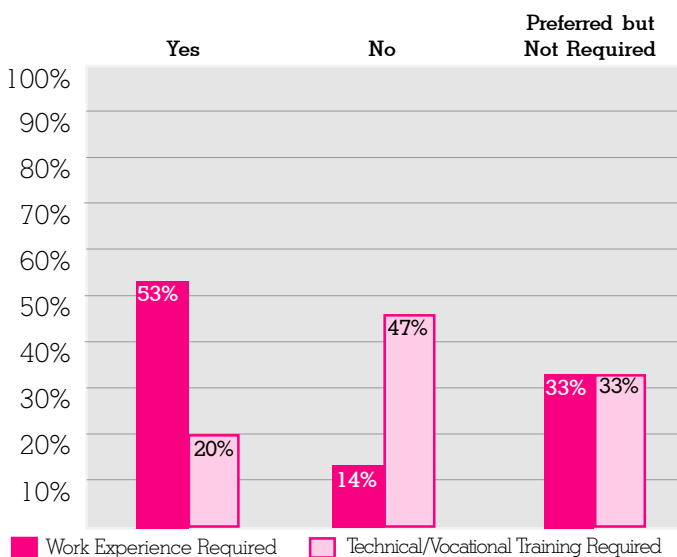
*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	12	60	20
Technical/Vocational Training Required	6	36	16

*Percentages are based on the number of employers responding to this question.*

## Available Training

- Bakersfield College
- Cerro Coso Community College
- Foothill High School
- Inyo County Regional Occupational Program
- North Kern Vocational Training Center
- Zoom Graphics

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Willingness to work under close supervision
- ◆ Ability to concentrate
- ◆ Manual dexterity

### Technical Skills:

- ◆ Drafting and design skills
- ◆ Knowledge of automated systems
- ◆ Knowledge of basic engineering principles
- ◆ Knowledge of Computer-integrated Manufacturing (CIM)
- ◆ Ability to adapt to changing technologies
- ◆ Advanced math skills
- ◆ Ability to use tools
- ◆ Abstract reasoning skills
- ◆ Creative thinking skills
- ◆ Mechanical ability
- ◆ Problem solving skills
- ◆ Ability to perform multiple and varied tasks

### Basic Skills

- ◆ Ability to read and follow instructions
- ◆ Ability to write legibly
- ◆ Oral communication skills

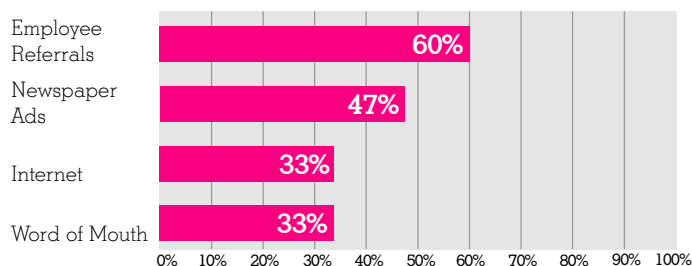
# Employment Trends

## Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

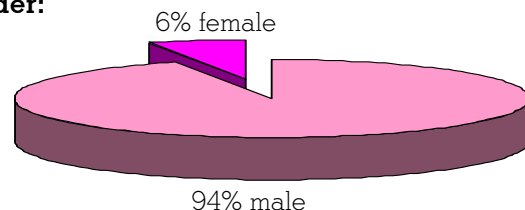
Experienced: Very Difficult  
Inexperienced: Very Difficult

## Recruitment Methods



**Size of Occupation:** Information not available

### Gender:



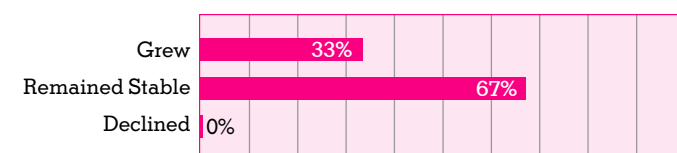
### Where the Jobs Are

### Major Employing Industries:

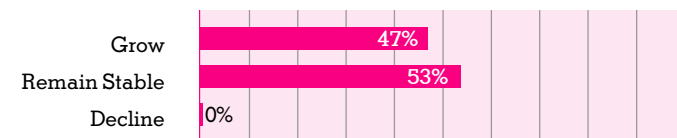
- Engineering services

## Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Information not available

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

# Other Information

## Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 27 hours per week.

## Promotional Opportunities

Of the employers who responded to this question, most (67%) promote employees from this occupation to higher level positions, such as Designer, Supervisor or Manager.

# Computer Systems Analysts

SOC Code: 151051

15 Employers Responded

56 Jobs Represented

## Description

Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. May supervise computer programmers.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$11.99	\$17.50	\$14.38
New hires/with experience	\$10.00	\$30.00	\$19.18
Experienced/3+ yrs. with firm	\$12.00	\$40.00	\$23.97

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

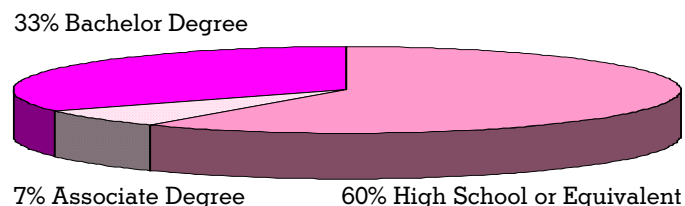
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	57%	0%	43%	0%	0%	0%
Dental Insurance	57%	0%	36%	0%	7%	0%
Vision Insurance	57%	0%	29%	0%	0%	0%
Life Insurance	71%	0%	7%	0%	0%	0%
Sick Leave	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement Plan	64%	0%	14%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	33%	0%	67%	0%

FT = Full-time Employees      PT = Part-time Employees

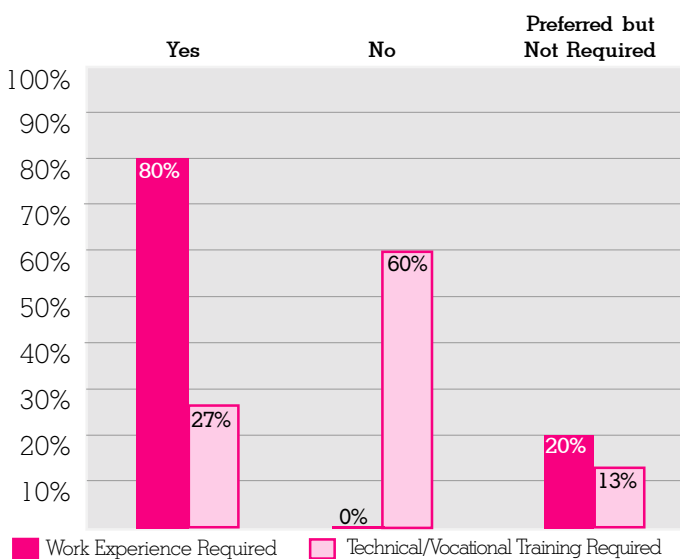
*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	48	27
Technical/Vocational Training Required	9	36	17

*Percentages are based on the number of employers responding to this question.*

## Available Training

- California State University, Bakersfield
- Chapman University - Edwards Air Force Base Campus
- New Horizons Computer Learning Center
- San Joaquin Valley College, Inc.
- Santa Barbara Business College
- University of Phoenix - Bakersfield Learning Center
- University of Phoenix - Edwards Air Force Base Campus
- Webster University - Edwards Air Force Base Campus

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Willingness to work with close supervision
- ◆ Ability to work independently
- ◆ Customer service skills

### Technical Skills:

- ◆ Ability to prepare flow charts
- ◆ Ability to use COBOL 85
- ◆ Understanding of wide area networks (WAN)
- ◆ Ability to set-up and maintain multi-user systems
- ◆ Understanding of local area networks (LAN)
- ◆ Knowledge of microcomputer hardware and operating systems
- ◆ Ability to use database software
- ◆ Knowledge of algebra
- ◆ Ability to use business applications software
- ◆ Ability to use Borland C++ programming language
- ◆ Knowledge of UNIX
- ◆ Knowledge of minicomputer hardware and operating systems
- ◆ Ability to use engineering applications software
- ◆ Ability to use scientific applications software
- ◆ Ability to write effectively
- ◆ Knowledge of mainframe hardware and operating systems

### Basic Skills:

- ◆ Ability to read and follow instructions
- ◆ Ability to write legibly
- ◆ Oral communication skills

## Employment Trends

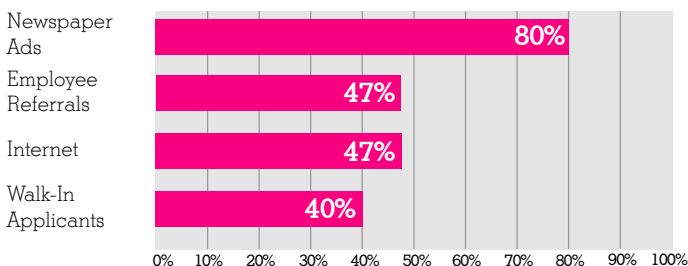
### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

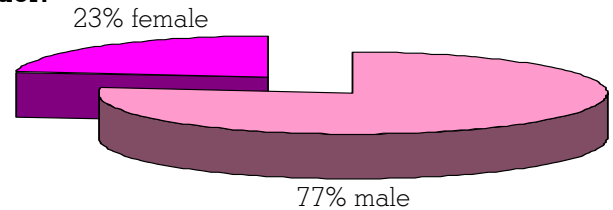
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Medium (330-659)

### Gender:



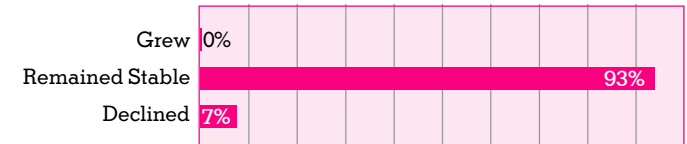
### Where the Jobs Are

### Major Employing Industries:

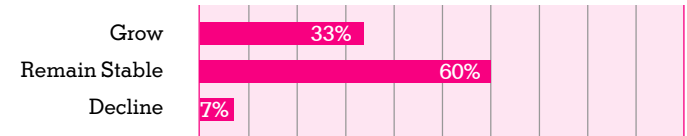
- Computer programming, data processing, and other computer related services

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Much faster than average (23.8%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 20 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, many (47%) promote employees from this occupation to higher level positions, such as Senior Programmer, Network Administrator or Management.



# Construction Laborers

SOC Code: 472061

15 Employers Responded

312 Jobs Represented

## Description

Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove asbestos, lead, and other hazardous waste materials. May assist other craft workers.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 7.00	\$11.00	\$ 9.00
New hires/with experience	\$ 7.50	\$13.00	\$10.00
Experienced/3+ yrs. with firm	\$ 9.00	\$15.00	\$12.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	47%	0%	27%	0%	0%	0%
Dental Insurance	33%	0%	13%	0%	0%	0%
Vision Insurance	27%	0%	13%	0%	0%	0%
Life Insurance	20%	0%	7%	0%	0%	0%
Sick Leave	27%	0%	0%	0%	0%	0%
Vacation	47%	0%	0%	0%	0%	0%
Retirement Plan	20%	0%	27%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	100%	0%	0%	0%

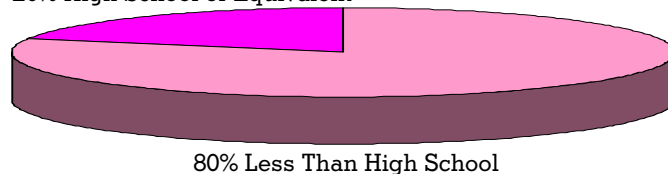
FT = Full-time Employees PT = Part-time Employees

*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

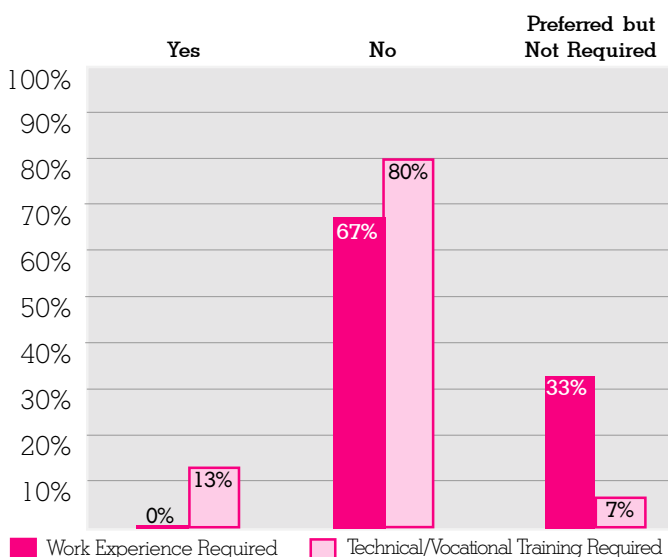
## Employer Requirements

### Minimum Level of Education Required

20% High School or Equivalent



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	3	12	8
Technical/Vocational Training Required	6	12	8

*Percentages are based on the number of employers responding to this question.*

## Available Training

- Arvin High School
- Bakersfield College
- Carpenter's Local No. 743
- Cerro Coso Community College
- Contractors State License Schools
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Owens Valley Career Development Center
- Sierra Sands Unified School District Adult School
- West Side Regional Occupational Program

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Willingness to work irregular hours
- ◆ Ability to work independently
- ◆ Willingness to work overtime
- ◆ Willingness to work with close supervision
- ◆ Ability to perform routine, repetitive work

### Technical Skills:

- ◆ Possession of a valid driver's license
- ◆ Ability to read blueprints

### Basic Skills:

- ◆ Ability to write legibly
- ◆ Basic math skills
- ◆ Ability to read and follow instructions
- ◆ Oral communication skills

### Physical Skills:

- ◆ Ability to work outdoors in all weather conditions
- ◆ Ability to work from ladders and scaffolds
- ◆ Good physical condition
- ◆ Ability to tolerate dust and fumes
- ◆ Ability to lift at least 50 lbs. repeatedly
- ◆ Ability to stand continuously for 2 or more hours

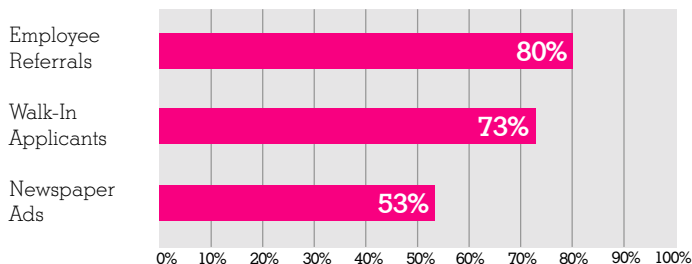
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

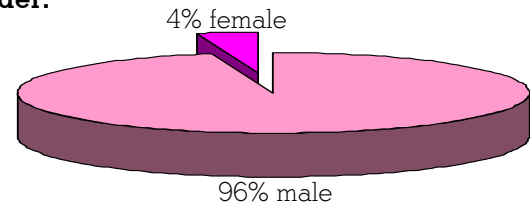
Experienced: Does Not Apply  
Inexperienced: Not Difficult

### Recruitment Methods



**Size of Occupation:** Very large (1430 and above)

### Gender:



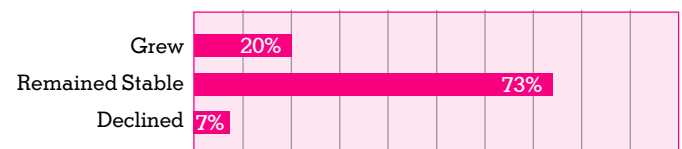
### Where the Jobs Are

### Major Employing Industries:

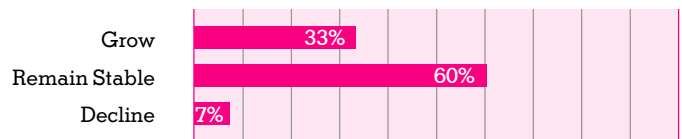
- General building contractors

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Average (9.5%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 20 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, almost all (80%) promote employees from this occupation to higher level positions, such as Sawcutter, Carpenter, Welder, Equipment Operator or Foreman.

# Dental Assistants

SOC Code: 319091

15 Employers Responded

62 Jobs Represented

## Description

Assist dentist, set up patient and equipment, and keep records.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$10.00	\$ 9.00
New hires/with experience	\$ 8.00	\$12.00	\$10.00
Experienced/3+ yrs. with firm	\$ 9.50	\$15.00	\$13.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

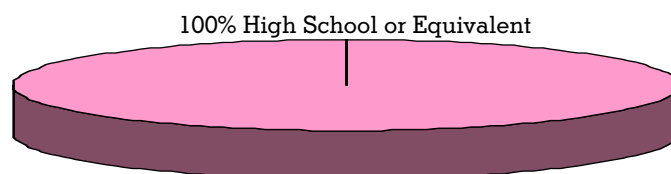
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	29%	0%	43%	0%	0%	0%
Dental Insurance	50%	33%	36%	0%	0%	0%
Vision Insurance	14%	0%	36%	0%	0%	0%
Life Insurance	7%	0%	0%	0%	0%	0%
Sick Leave	86%	33%	0%	0%	0%	0%
Vacation	93%	33%	0%	0%	0%	0%
Retirement Plan	14%	0%	7%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	100%	0%	0%	0%

FT = Full-time Employees      PT = Part-time Employees

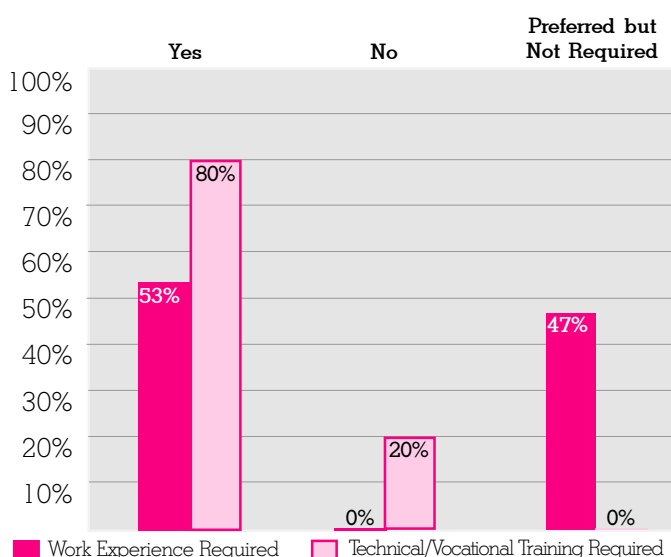
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	60	16
Technical/Vocational Training Required	12	24	15

Percentages are based on the number of employers responding to this question.

## Available Training

- San Joaquin Valley College, Inc.

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Ability to work independently
- ◆ Good grooming skills
- ◆ Willingness to work with close supervision

### Technical Skills:

- ◆ Telephone answering skills
- ◆ Possession of a Registered Dental Assistant (RDA) certificate
- ◆ Possession of a Radiation Safety certificate
- ◆ Ability to follow billing procedures
- ◆ Knowledge of dental materials
- ◆ Record keeping skills
- ◆ Understanding of coronal polishing
- ◆ Ability to perform or assist with dental procedures
- ◆ Ability to complete and explain insurance forms
- ◆ Ability to do ultrasonic scaling
- ◆ Completion of courses in biological sciences
- ◆ Ability to write effectively

### Basic Skills:

- ◆ Ability to follow oral instructions
- ◆ Oral communication skills
- ◆ Ability to write legibly
- ◆ Ability to read and follow instructions
- ◆ Basic math skills

## Employment Trends

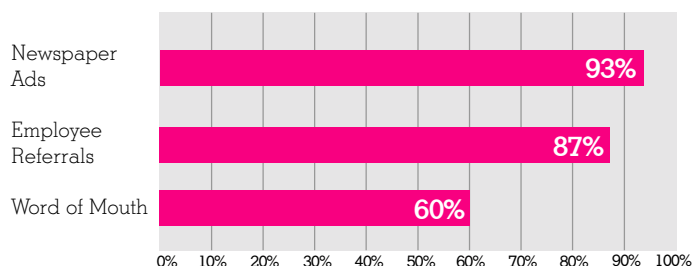
### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

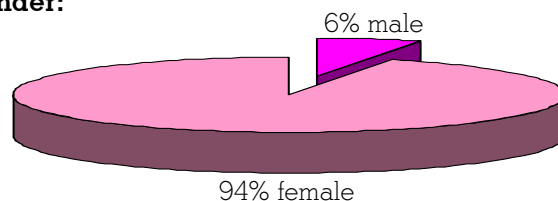
Inexperienced: Very Difficult

### Recruitment Methods



**Size of Occupation:** Medium (330-659)

### Gender:



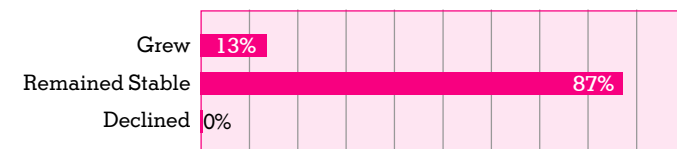
### Where the Jobs Are

#### Major Employing Industries:

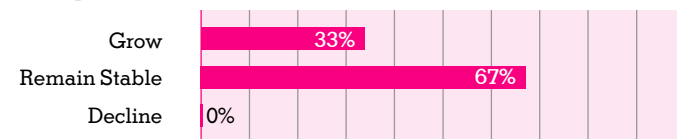
- Office and clinics of dentists

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slower than average (6.1%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 27 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, few (13%) promote employees from this occupation to higher level positions, such as Supervisor or Manager.

# Farmworkers, Farm and Ranch Animals

SOC Code: 452093

15 Employers Responded

154 Jobs Represented

## Description

Attend to live farm, ranch, or aquacultural animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Attend to animals produced for animal products, such as meat, fur, skins, feathers, eggs, milk, and honey. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticides as appropriate. May clean and maintain animal housing areas.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$ 7.00	\$ 6.88
New hires/with experience	\$ 6.75	\$ 8.19	\$ 7.00
Experienced/3+yrs. with firm	\$ 6.75	\$12.00	\$ 8.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

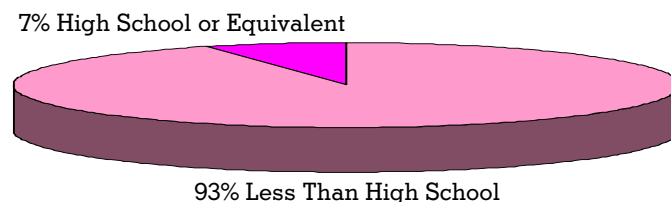
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	33%	0%	13%	0%	0%	0%
Dental Insurance	20%	0%	0%	0%	0%	0%
Vision Insurance	13%	0%	0%	0%	0%	0%
Life Insurance	13%	0%	0%	0%	0%	0%
Sick Leave	27%	0%	0%	0%	0%	0%
Vacation	40%	0%	0%	0%	0%	0%
Retirement Plan	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

FT = Full-time Employees      PT = Part-time Employees

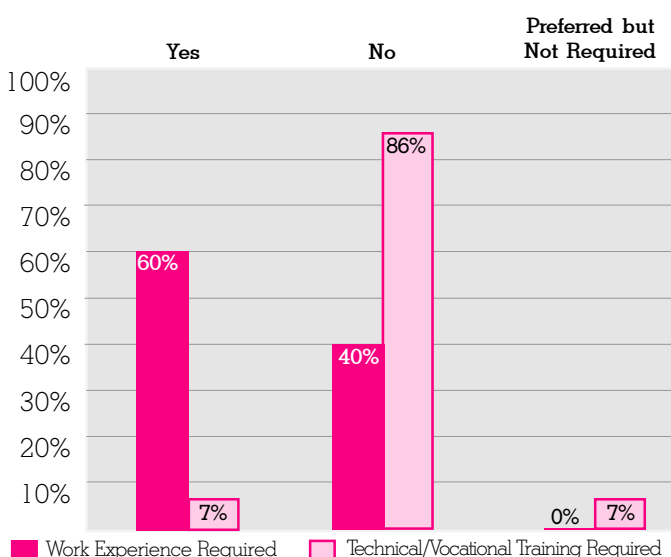
*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	12	48	24
Technical/Vocational Training Required	3	12	8

*Percentages are based on the number of employers responding to this question.*

## Available Training

- Bakersfield College
- Foothill High School
- Inyo County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center

## Skills, Licenses and Other Requirements

### Physical Skills:

- ◆ Lift at least 50 pounds repeatedly
- ◆ Ability to perform strenuous work
- ◆ Ability to stand for 2 hours or more

### Personal and Other Skills:

- ◆ Available to work various shifts, including weekends and overtime

### Technical Skills:

- ◆ Ability to pay attention to detail
- ◆ Ability to work independently and as a team
- ◆ Ability to do repetitive work

### Basic Skills:

- ◆ Oral communication

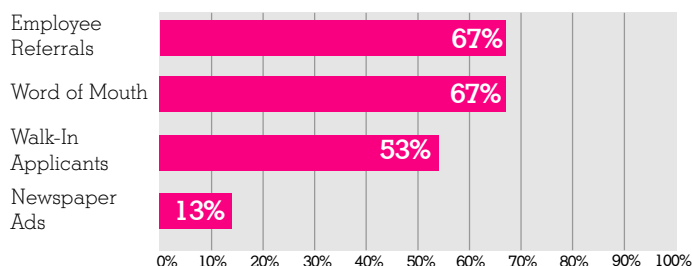
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

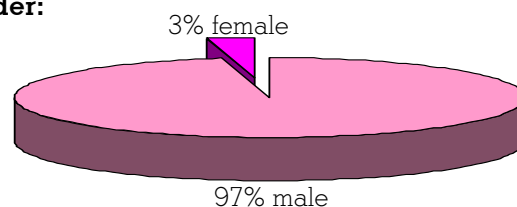
Experienced: Not Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Small (less than 330)

### Gender:



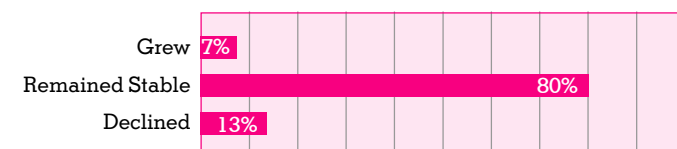
### Where the Jobs Are

### Major Employing Industries:

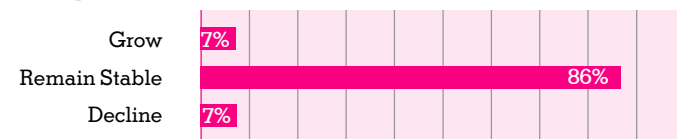
- General livestock

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Remain stable (0.0%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 45 hours per week. Part-time employees work an average of 18 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, some (27%) promote employees from this occupation to higher level positions, such as Pusher, Supervisor or Foreman.



# First Line Supervisors/Managers of Housekeeping and Janitorial Workers

SOC Code: 371011

15 Employers Responded

16 Jobs Represented

## Description

Supervise work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 7.25	\$ 9.00	\$ 8.00
New hires/with experience	\$ 7.36	\$12.00	\$ 9.50
Experienced/3+ yrs. with firm	\$ 8.05	\$16.00	\$11.50

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

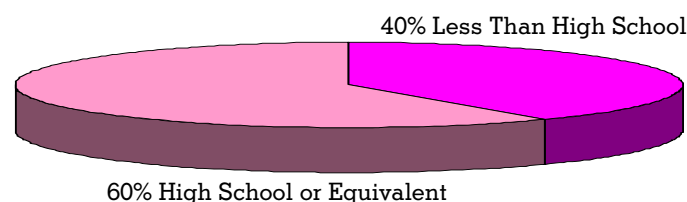
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	40%	0%	33%	0%	0%	0%
Dental Insurance	33%	0%	27%	0%	7%	0%
Vision Insurance	27%	0%	13%	0%	7%	0%
Life Insurance	27%	0%	0%	0%	7%	0%
Sick Leave	60%	0%	0%	0%	0%	0%
Vacation	87%	0%	0%	0%	0%	0%
Retirement Plan	20%	0%	20%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	100%	0%	0%	0%

FT = Full-time Employees      PT = Part-time Employees

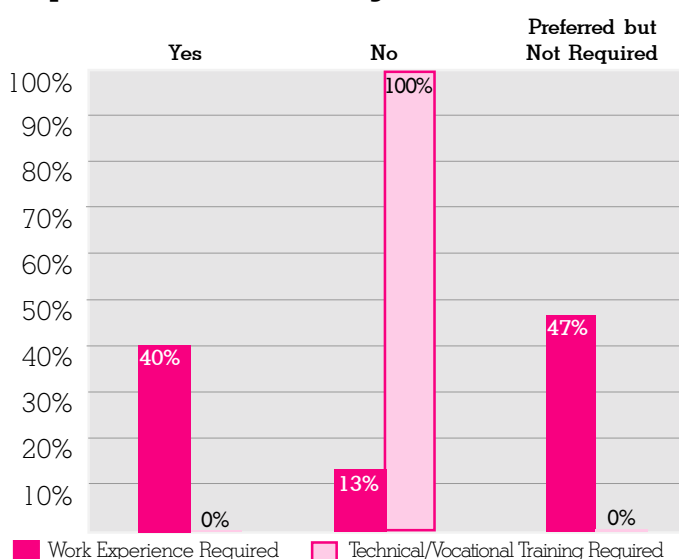
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	36	15
Technical/Vocational Training Required	0	0	0

Percentages are based on the number of employers responding to this question.



## Available Training

- Bakersfield College
- Cerro Coso Community College

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Willingness to work with close supervision
- ◆ Customer service skills
- ◆ Understanding of a variety of cultures
- ◆ Ability to work independently
- ◆ Possession of a reliable vehicle
- ◆ Ability to pay attention to detail

### Technical Skills:

- ◆ Record keeping skills
- ◆ Ability to plan and organize the work of others
- ◆ Bondable
- ◆ Understanding of inventory techniques
- ◆ Ability to follow purchasing procedures
- ◆ Supervisory skills
- ◆ Ability to write effectively
- ◆ Ability to hire and assign personnel

### Basic Skills:

- ◆ Basic math skills
- ◆ Oral communication skills
- ◆ Ability to write legibly
- ◆ Ability to read and follow instructions

## Employment Trends

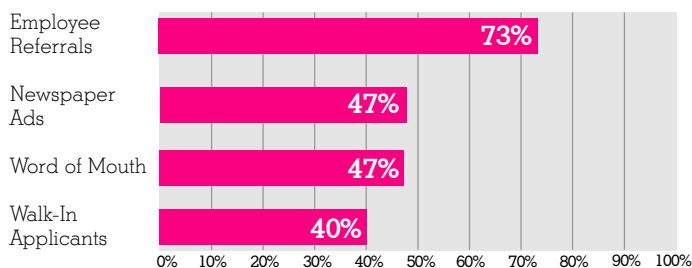
### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

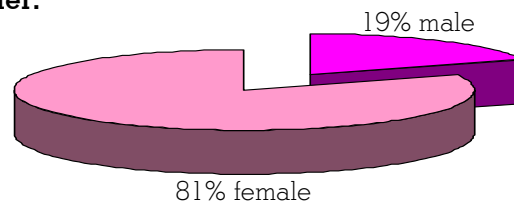
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Medium (330-659)

### Gender:



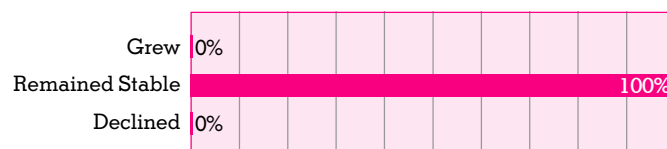
### Where the Jobs Are

### Major Employing Industries:

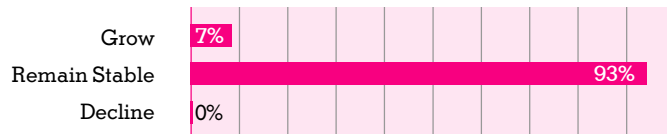
- Hotels and motels

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Much faster than average (37.5%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 41 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, most (60%) promote employees from this occupation to higher level positions, such as Operations Manager, Assistant General Manager and General Manager.

# First Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code: 431011

15 Employers Responded

35 Jobs Represented

## Description

Supervise and coordinate the activities of clerical and administrative support workers.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$13.00	\$ 9.00
New hires/with experience	\$ 8.50	\$20.00	\$12.00
Experienced/3+yrs. with firm	\$ 8.50	\$25.00	\$13.81

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

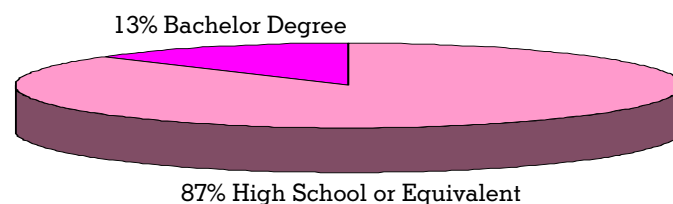
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	73%	0%	13%	0%	0%	0%
Dental Insurance	53%	0%	0%	0%	0%	0%
Vision Insurance	33%	0%	0%	0%	0%	0%
Life Insurance	40%	0%	7%	0%	0%	0%
Sick Leave	67%	0%	0%	0%	0%	0%
Vacation	80%	0%	7%	0%	0%	0%
Retirement Plan	53%	0%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	7%	0%
Other	100%	0%	0%	0%	0%	0%

FT = Full-time Employees      PT = Part-time Employees

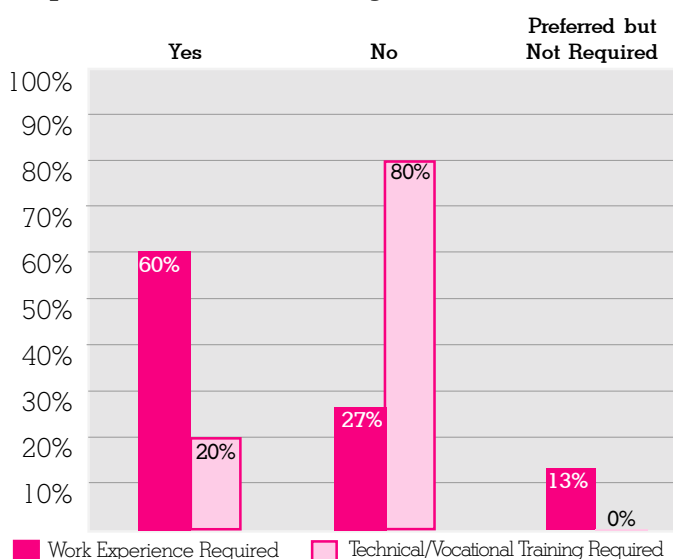
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	60	22
Technical/Vocational Training Required	6	24	14

Percentages are based on the number of employers responding to this question.

# First Line Supervisors/Managers of Office and Administrative Support Workers (continued)

## Available Training

- Bakersfield College
- California State University, Bakersfield
- Cerro Coso Community College
- San Joaquin Valley College, Inc.
- Santa Barbara Business College
- Taft College
- University of LaVerne - Kern County Campus, Bakersfield
- University of Phoenix - Bakersfield Learning Center
- University of Phoenix - Edwards Air Force Base Campus
- Webster University - Edwards Air Force Base Campus

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Ability to pay attention to detail
- ◆ Ability to work independently
- ◆ Customer service skills
- ◆ Willingness to work with close supervision

### Technical Skills:

- ◆ Proofreading skills
- ◆ Report writing skills
- ◆ Ability to plan and organize the work of others
- ◆ Ability to hire and assign personnel
- ◆ Ability to use word processing software
- ◆ Ability to write effectively
- ◆ Problem solving skills
- ◆ Ability to type at least 45 wpm
- ◆ Office management skills
- ◆ Record keeping skills
- ◆ Supervisory skills
- ◆ Ability to manage an activity or department

### Basic Skills:

- ◆ Oral communication skills
- ◆ Basic math skills
- ◆ Ability to write legibly
- ◆ Ability to read and follow instructions

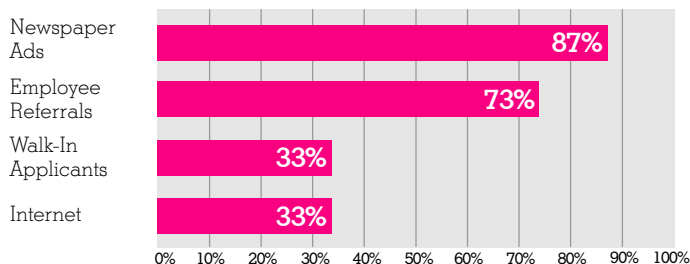
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

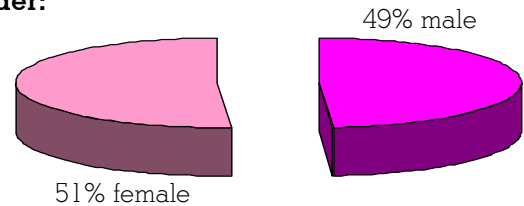
Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Very Large (1430 and above)

### Gender:



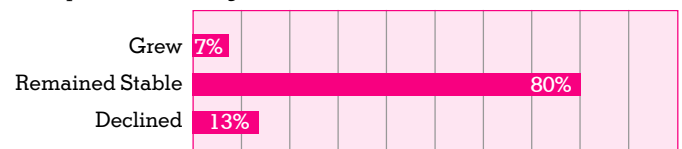
### Where the Jobs Are

#### Major Employing Industries:

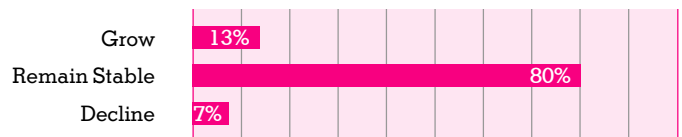
- Local government
- Elementary and secondary schools

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slower than average (7.8%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, many (40%) promote employees from this occupation to higher level positions, such as Supervisor or Manager.

# General and Operations Managers

SOC Code: 111021

15 Employers Responded

24 Jobs Represented

## Description

Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 7.08	\$11.05	\$ 9.00
New hires/with experience	\$ 7.00	\$38.36	\$12.89
Experienced/3+ yrs. with firm	\$ 9.00	\$40.27	\$14.73

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

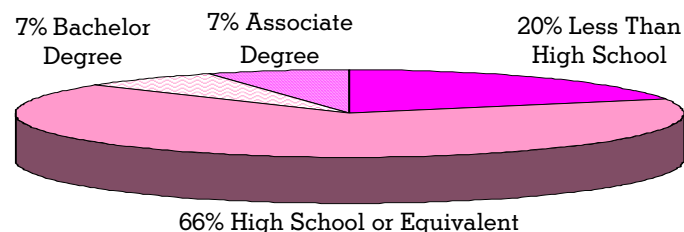
	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	62%	0%	15%	0%	0%	0%
Dental Insurance	54%	0%	15%	0%	0%	0%
Vision Insurance	46%	0%	15%	0%	0%	0%
Life Insurance	38%	0%	0%	0%	0%	0%
Sick Leave	69%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement Plan	38%	0%	8%	0%	0%	0%
Child Care	8%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

FT = Full-time Employees PT = Part-time Employees

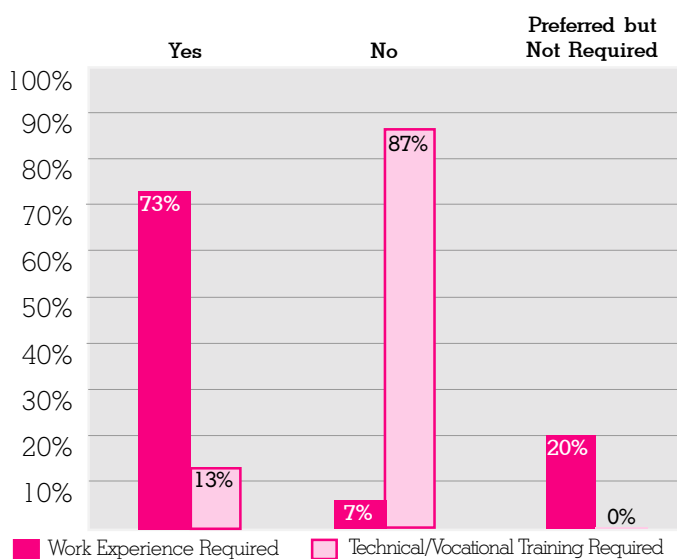
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	Number of Months		
	Low	High	Average
Prior Work Experience Required	6	60	28
Technical/Vocational Training Required	12	24	18

Percentages are based on the number of employers responding to this question.

## Available Training

- Bakersfield College
- California State University, Bakersfield
- Cerro Coso Community College
- San Joaquin Valley College, Inc.
- Santa Barbara Business College
- Taft College
- University of LaVerne - Kern County Campus, Bakersfield
- University of Phoenix - Bakersfield Learning Center
- University of Phoenix - Edwards Air Force Base
- Webster University - Edwards Air Force Base Campus

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Ability to set work priorities

### Technical Skills:

- ◆ Business math skills
- ◆ Ability to write effectively
- ◆ Ability to manage an activity or department
- ◆ Ability to interpret data

### Basic Skills:

- ◆ Oral communication skills

## Employment Trends

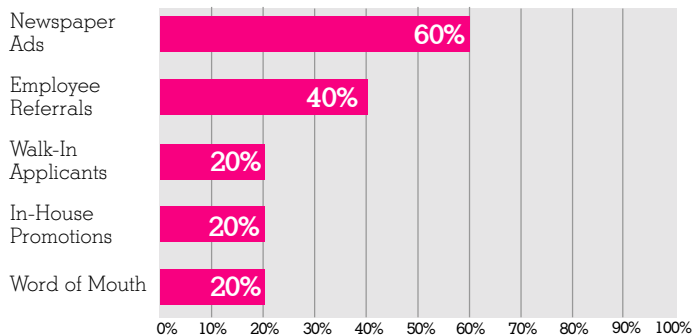
### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

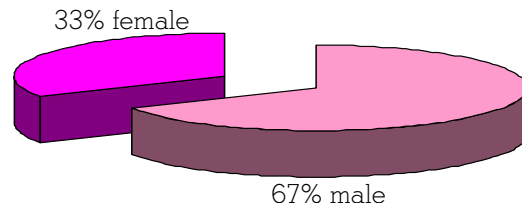
Inexperienced: Very Difficult

### Recruitment Methods



**Size of Occupation:** Very Large (1430 and above)

### Gender:



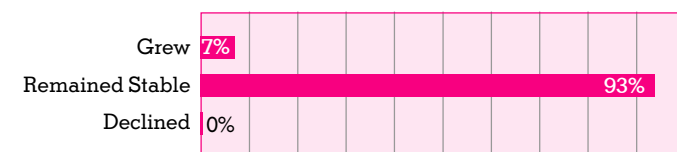
### Where the Jobs Are

### Major Employing Industries:

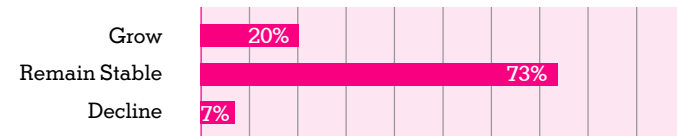
- Local government

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slower than average (5.9%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 45 hours per week. Part-time employees work an average of 19 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, some (27%) promote employees from this occupation to higher level positions, such as Regional Manager, Area Manager or District Manager.

# Grocery Checkers

Non-SOC Code: 412011009

15 Employers Responded

137 Jobs Represented

## Description

Operate a cash register to itemize and total customer's purchases in a grocery store. They review price sheets to note price changes and sale items. They record prices, subtotal taxable items, and total purchases on a cash register. They collect cash, check, or charge payment from customer and make change for cash transaction. They may stock shelves and mark prices on items. They may count money in a cash drawer at the beginning and end of work shift and may record daily transaction amounts from a cash register to balance the cash drawer.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$ 7.50	\$ 6.75
New hires/with experience	\$ 7.00	\$10.00	\$ 7.50
Experienced/3+yrs. with firm	\$ 7.00	\$14.47	\$ 7.75

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	50%	21%	13%	0%	0%	0%
Dental Insurance	13%	14%	13%	0%	0%	0%
Vision Insurance	13%	14%	13%	0%	0%	0%
Life Insurance	13%	14%	13%	0%	0%	0%
Sick Leave	13%	21%	0%	0%	0%	0%
Vacation	38%	21%	0%	0%	0%	0%
Retirement Plan	13%	14%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	100%	0%	0%	0%

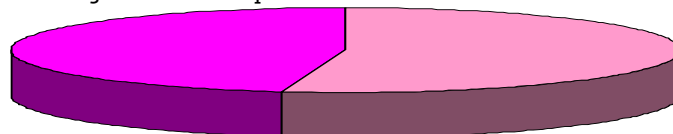
FT = Full-time Employees PT = Part-time Employees

The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

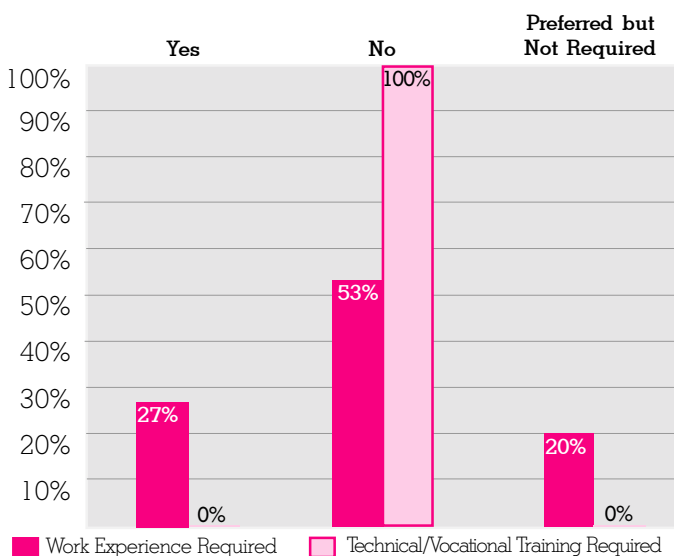
### Minimum Level of Education Required

47% High School or Equivalent



53% Less Than High School

### Experience and Training



Work Experience Required Technical/Vocational Training Required

	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	4	24	11
Technical/Vocational Training Required	0	0	0

Percentages are based on the number of employers responding to this question.



## Available Training

- Delano Adult School
- Goodwill Industries of South Central California
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High District Regional Occupational Center
- Proteus
- Ruggenberg Career Center
- Tehachapi Unified School District

## Skills, Licenses and Other Requirements

### Physical Skills:

- ◆ Ability to stand for prolonged periods of time
- ◆ Ability to work rapidly
- ◆ Finger dexterity
- ◆ Good eye-hand coordination
- ◆ Good memory skills

### Personal and Other Skills:

- ◆ Good grooming skills
- ◆ Ability to deal tactfully with customers
- ◆ Ability to perform routine repetitive work
- ◆ Ability to work independently
- ◆ Ability to work under pressure
- ◆ Pleasant personality
- ◆ Reliable and honest
- ◆ Willingness to work shifts, weekends and holidays
- ◆ Willingness to work with close supervision

### Technical Skills:

- ◆ Ability to operate a computer scanning cash register
- ◆ Ability to follow check cashing procedures
- ◆ Cash handling skills
- ◆ Record keeping skills

### Basic Skills:

- ◆ Basic math skills
- ◆ Oral communication skills
- ◆ Ability to read and follow instructions

## Employment Trends

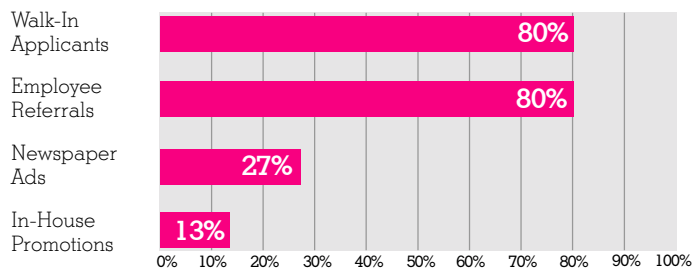
### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult

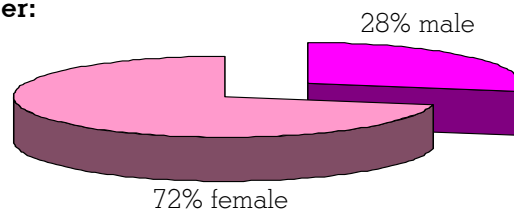
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Information not available

### Gender:



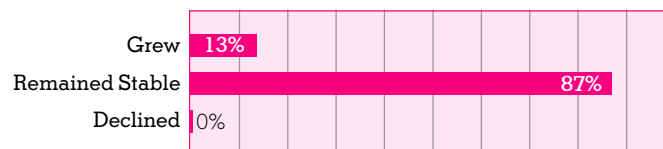
### Where the Jobs Are

#### Major Employing Industries:

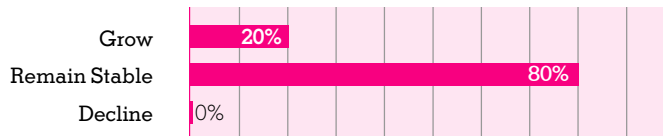
- Grocery stores

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Information not available

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 24 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, many (53%) promote employees from this occupation to higher level positions, such as Head Checker, Scan Coordinator, Assistant Manager or Manager.



# Machinists

SOC Code: 514041

15 Employers Responded

50 Jobs Represented

## Description

Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.



## Wages and Benefits

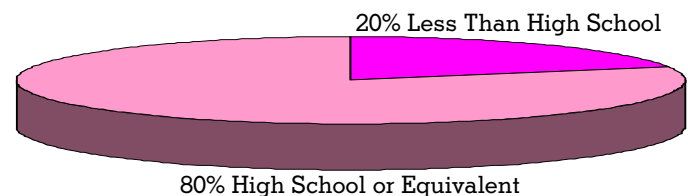
**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 8.00	\$ 8.50	\$ 8.00
New hires/with experience	\$ 6.75	\$15.00	\$10.00
Experienced/3+yrs. with firm	\$ 8.50	\$19.00	\$14.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Employer Requirements

**Minimum Level of Education Required**



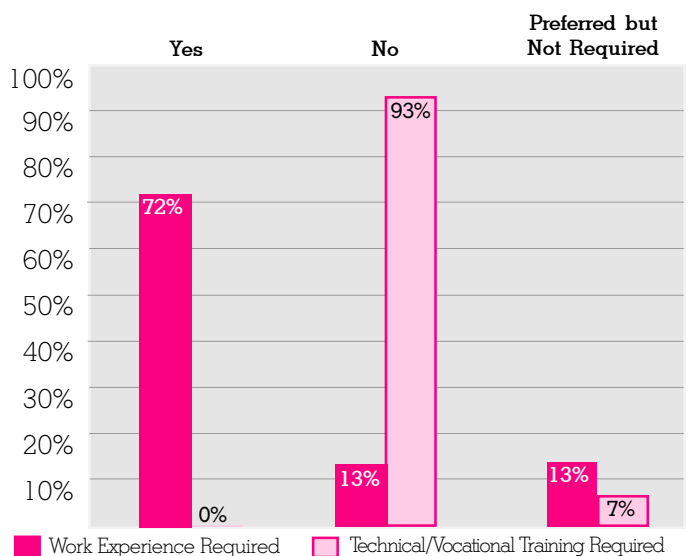
## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	40%	0%	27%	0%	0%	0%
Dental Insurance	27%	0%	27%	0%	0%	0%
Vision Insurance	13%	0%	20%	0%	0%	0%
Life Insurance	7%	0%	7%	0%	0%	0%
Sick Leave	40%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement Plan	0%	0%	0%	0%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	100%	0%	0%	0%

FT = Full-time Employees PT = Part-time Employees

The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	120	31
Technical/Vocational Training Required	6	6	6

Percentages are based on the number of employers responding to this question.

## Available Training

- Bakersfield College
- Cerro Coso Community College

## Skills, Licenses and Other Requirements

### Physical Skills:

- ◆ Manual dexterity
- ◆ Ability to lift at least 50 pounds repeatedly
- ◆ Ability to perform precision work
- ◆ Ability to stand continuously for 2 or more hours

### Personal and Other Skills:

- ◆ Ability to provide own hand tools
- ◆ Ability to work independently
- ◆ Willingness to work with close supervision

### Technical Skills:

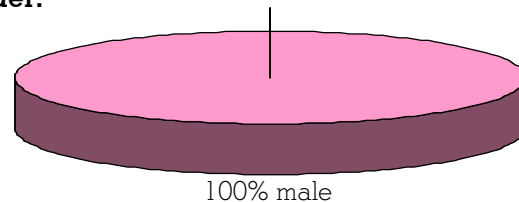
- ◆ Ability to read blueprints
- ◆ Ability to use hand tools
- ◆ Ability to write effectively
- ◆ Ability to use precision tools
- ◆ Understanding of military specifications
- ◆ Ability to operate computer numerically controlled machines
- ◆ Shop math skills

### Basic Skills:

- ◆ Ability to read and follow instructions
- ◆ Ability to write legibly
- ◆ Oral communication skills

**Size of Occupation:** Medium (330-659)

### Gender:



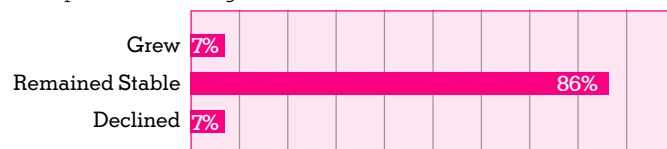
### Where the Jobs Are

#### Major Employing Industries:

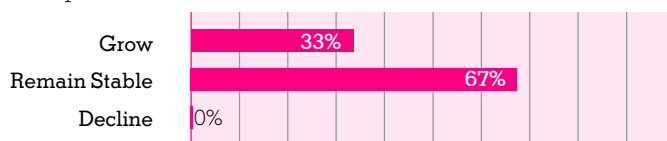
- Construction, mining, and materials handling machinery and equipment

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Much faster than average (14.0%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

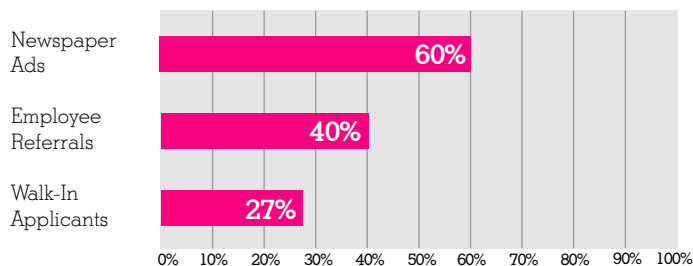
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, some (20%) promote employees from this occupation to higher level positions, such as Supervisor or Shop Manager.

# Office Clerks, General

SOC Code: 439061

15 Employers Responded

28 Jobs Represented

## Description

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$12.00	\$ 8.00
New hires/with experience	\$ 7.50	\$15.00	\$10.00
Experienced/3+ yrs. with firm	\$ 8.56	\$18.00	\$12.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

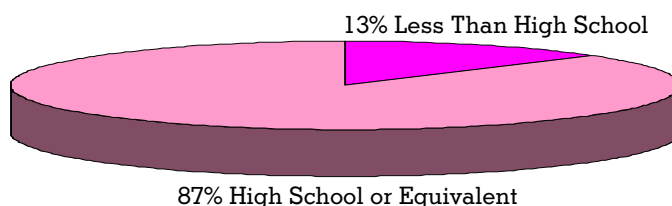
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	69%	25%	23%	25%	0%	0%
Dental Insurance	38%	0%	0%	25%	15%	25%
Vision Insurance	31%	0%	0%	25%	0%	0%
Life Insurance	31%	0%	8%	25%	23%	25%
Sick Leave	54%	50%	0%	25%	0%	0%
Vacation	77%	50%	0%	25%	0%	0%
Retirement Plan	38%	0%	31%	50%	8%	0%
Child Care	0%	0%	0%	0%	8%	0%
Other	100%	0%	0%	0%	0%	0%

FT = Full-time Employees      PT = Part-time Employees

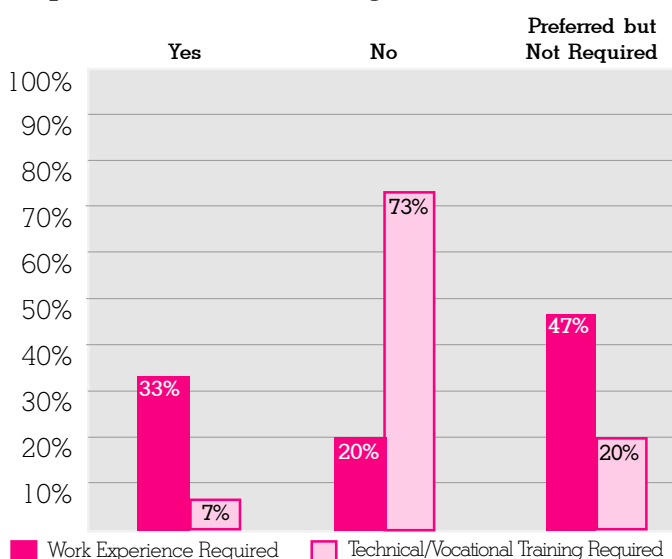
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	36	17
Technical/Vocational Training Required	3	12	7

Percentages are based on the number of employers responding to this question.

### Available Training

- Kern High School District - Bakersfield Adult School
- Kern High School District - Bakersfield Adult School - Career Resource Department
- Bakersfield College
- Bakersfield Technical College
- Cerro Coso Community College
- Delano Adult School
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- McFarland Learning Center
- Mexican American Opportunity Foundation
- North Kern Vocational Training Center
- San Joaquin Valley College
- Southern Kern Unified school District Adult School
- Taft College
- West Side Regional Occupational Program

### Skills, Licenses and Other Requirements

#### Personal and Other Skills:

- ◆ Public contact skills
- ◆ Willingness to work with close supervision
- ◆ Ability to work independently
- ◆ Ability to perform routine, repetitive work

#### Technical Skills:

- ◆ Ability to write effectively
- ◆ Ability to operate a transcribing machine
- ◆ Ability to type at least 45 wpm
- ◆ Telephone answering skills
- ◆ English grammar, spelling, and punctuation skills
- ◆ Ability to operate 10-key adding machine by touch
- ◆ Alphabetic and numeric filing skills
- ◆ Record keeping skills

#### Basic Skills:

- ◆ Basic math skills
- ◆ Oral communications skills
- ◆ Ability to read and follow instructions
- ◆ Ability to write legibly

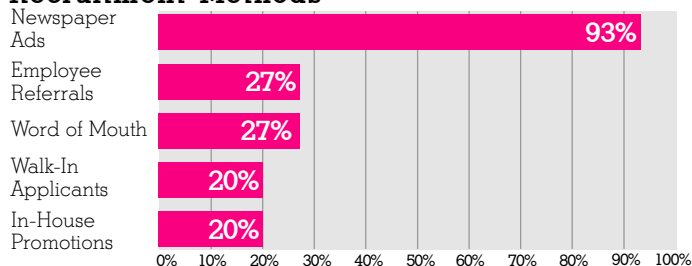
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

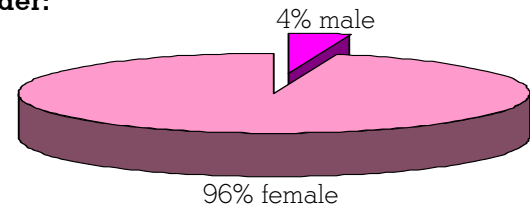
Experienced: Moderately Difficult  
Inexperienced: Not Difficult

### Recruitment Methods



**Size of Occupation:** Very Large (1430 and above)

### Gender:



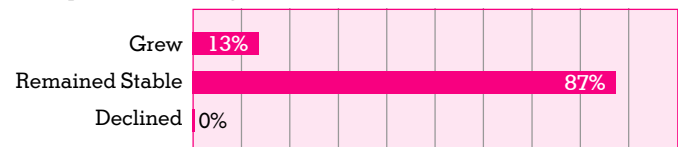
### Where the Jobs Are

#### Major Employing Industries:

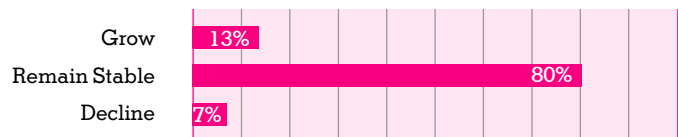
- Local government
- Elementary and secondary schools

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slow decline (-1.0%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 19 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, many (47%) promote employees from this occupation to higher level positions, such as Account Clerk, Claims Clerk or Office Manager.

# Paralegals and Legal Assistants

SOC Code: 232011

15 Employers Responded

52 Jobs Represented

## Description

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 7.48	\$10.00	\$10.00
New hires/with experience	\$ 8.63	\$15.00	\$11.00
Experienced/3+yrs. with firm	\$10.36	\$20.00	\$15.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

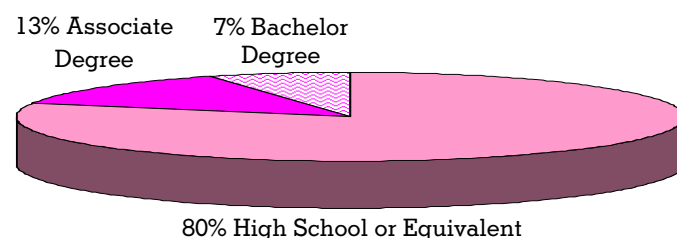
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	93%	0%	0%	0%	0%	0%
Dental Insurance	50%	0%	0%	0%	7%	0%
Vision Insurance	36%	0%	0%	0%	0%	0%
Life Insurance	43%	0%	0%	0%	0%	0%
Sick Leave	71%	0%	0%	0%	0%	0%
Vacation	71%	0%	0%	0%	0%	0%
Retirement Plan	29%	0%	7%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

FT = Full-time Employees      PT = Part-time Employees

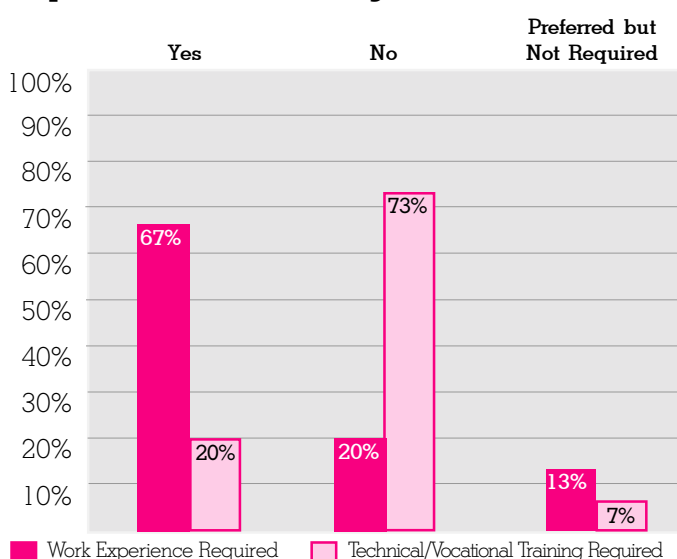
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	12	36	28
Technical/Vocational Training Required	24	36	30

Percentages are based on the number of employers responding to this question.

## Available Training

- California State University, Bakersfield (Extended University)

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- Ability to read and comprehend information quickly
- Willingness to work with close supervision
- Ability to work under pressure
- Ability to work independently

### Technical Skills:

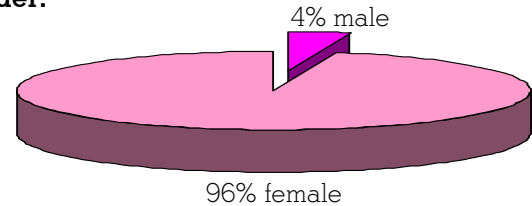
- Problem solving skills
- Understanding of court proceedings
- Investigative research skills
- Certified Legal Assistant (CLA)
- Understanding of legal terms
- Ability to write effectively
- Record keeping skills

### Basic Skills:

- Ability to read and follow instructions
- Ability to write legibly
- Basic math skills
- Oral communication skills

**Size of Occupation:** Small (less than 330)

### Gender:



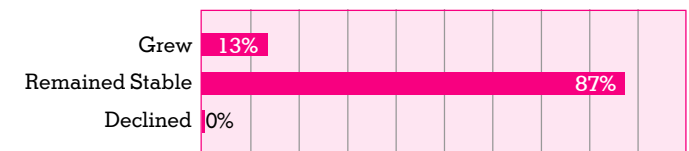
### Where the Jobs Are

#### Major Employing Industries:

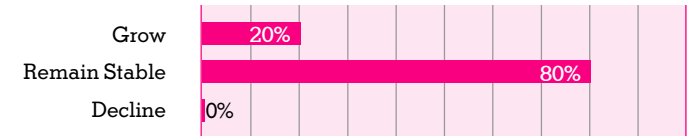
- Legal services

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Faster than average (11.1%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

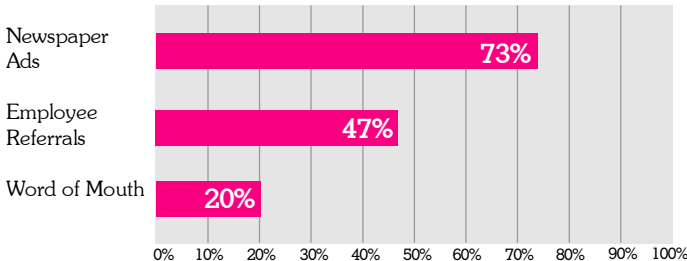
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 28 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, some (20%) promote employees from this occupation to higher level positions, such as Office Supervisor or Manager.



# Pharmacy Technicians

SOC Code: 292052

15 Employers Responded

59 Jobs Represented

## Description

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$12.00	\$10.00
New hires/with experience	\$ 9.00	\$13.00	\$11.00
Experienced/3+yrs. with firm	\$10.75	\$16.00	\$14.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

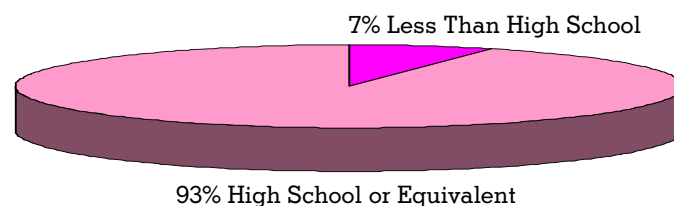
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	53%	67%	33%	33%	0%	0%
Dental Insurance	47%	67%	33%	33%	0%	0%
Vision Insurance	40%	67%	27%	33%	0%	0%
Life Insurance	20%	33%	13%	33%	0%	0%
Sick Leave	80%	100%	0%	0%	0%	0%
Vacation	93%	100%	0%	0%	0%	0%
Retirement Plan	33%	33%	7%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	100%	100%	0%	0%

FT = Full-time Employees      PT = Part-time Employees

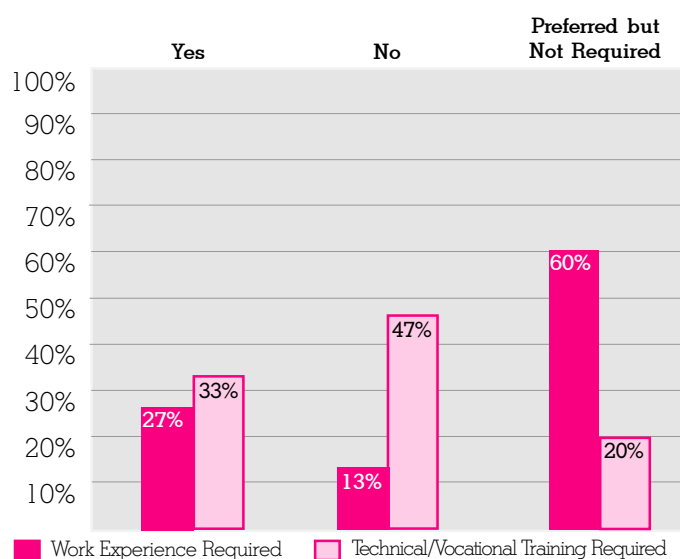
*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	24	12
Technical/Vocational Training Required	6	12	9

*Percentages are based on the number of employers responding to this question.*

## Available Training

- Kern High District - Bakersfield Adult School - Career Resource Department
- Kern High School District Regional Occupational Center
- Taft College

## Skills, Licenses and Other Requirements

### Physical Skills:

- ◆ Lift at least 40 pounds repeatedly

### Personal and Other Skills:

- ◆ Ability to pay attention to detail
- ◆ Public contact skills
- ◆ Willingness to work with close supervision
- ◆ Ability to work independently

### Technical Skills:

- ◆ Ability to measure and calculate using metrics
- ◆ Ability to calculate weights and measurements
- ◆ Knowledge of chemical compounds
- ◆ Ability to accurately record and report information
- ◆ Ability to complete and explain insurance forms
- ◆ Ability to apply sterilization techniques
- ◆ Ability to follow government regulations and reporting requirements
- ◆ Ability to type at least 30 wpm
- ◆ Ability to write effectively

### Basic Skills:

- ◆ Ability to write legibly
- ◆ Ability to read and follow instructions
- ◆ Basic math skills
- ◆ Oral communication skills

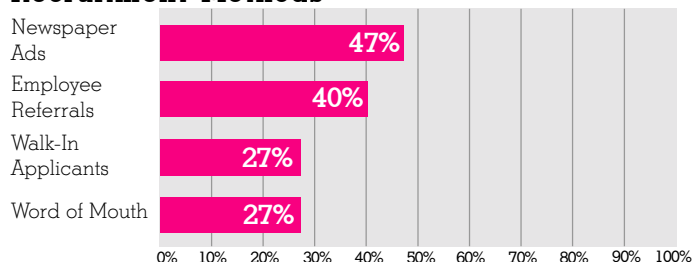
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

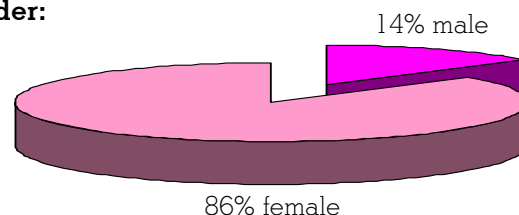
Experienced: Very Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Small (less than 330)

### Gender:



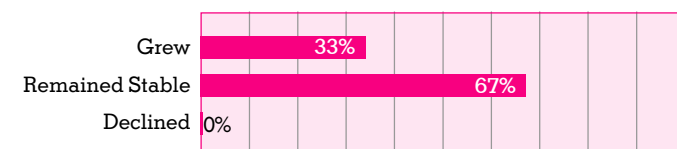
### Where the Jobs Are

#### Major Employing Industries:

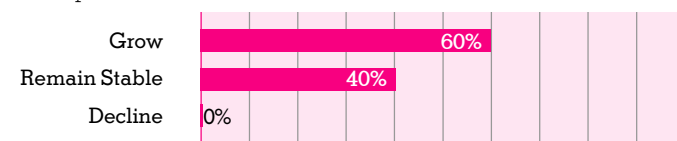
- Drug stores

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Much faster than average (23.3%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 28 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, few (13%) promote employees from this occupation to higher level positions, such as Senior Pharmacy Technician.

# Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products

SOC Code: 414012

15 Employers Responded

55 Jobs Represented

## Description

Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.75	\$14.38	\$10.00
New hires/with experience	\$ 6.75	\$23.97	\$11.99
Experienced/3+yrs. with firm	\$10.00	\$31.16	\$14.42

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

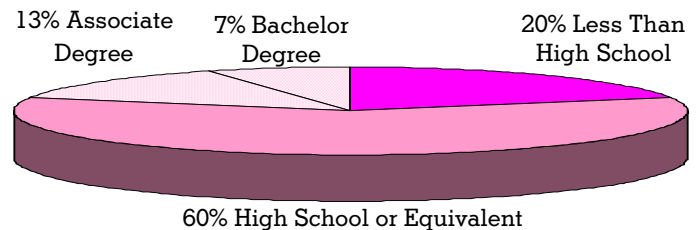
	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT			FT	PT
Medical Insurance	67%	0%	33%	0%	0%	0%
Dental Insurance	60%	0%	13%	0%	7%	0%
Vision Insurance	60%	0%	13%	0%	7%	0%
Life Insurance	60%	0%	0%	0%	7%	0%
Sick Leave	67%	0%	0%	0%	0%	0%
Vacation	93%	0%	0%	0%	0%	0%
Retirement Plan	13%	0%	20%	0%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

FT = Full-time Employees PT = Part-time Employees

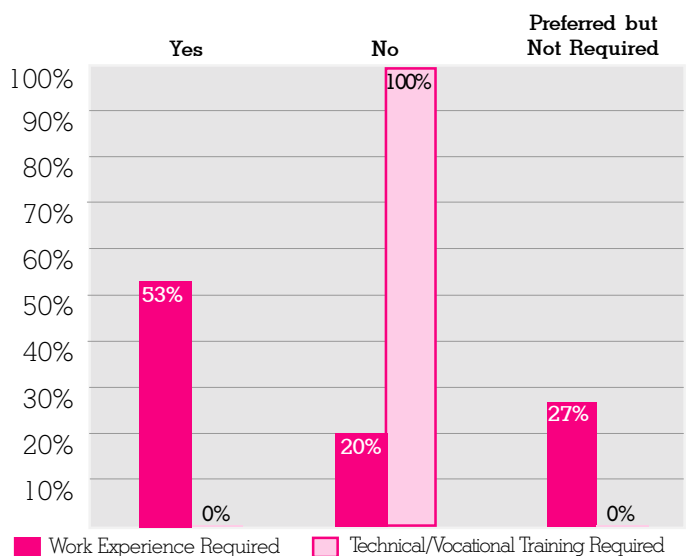
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	Number of Months		
	Low	High	Average
Prior Work Experience Required	6	36	18
Technical/Vocational Training Required	0	0	0

Percentages are based on the number of employers responding to this question.

## Available Training

- Bakersfield College
- Goodwill Industries of South Central California
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Proteus
- Tehachapi Unified School District
- West Side Regional Occupational Program

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Possession of a reliable vehicle
- ◆ Customer service skills
- ◆ Willingness to travel
- ◆ Ability to work independently
- ◆ Possession of a good DMV driving record

### Technical Skills:

- ◆ Report writing skills
- ◆ Ability to apply sales techniques
- ◆ Record keeping skills
- ◆ Ability to prepare and arrange sales contracts
- ◆ Understanding of inventory techniques
- ◆ Possession of a valid driver's license
- ◆ Verbal presentation skills
- ◆ Ability to demonstrate knowledge of specific products
- ◆ Business math skills
- ◆ Ability to write effectively

### Basic Skills:

- ◆ Ability to write legibly
- ◆ Ability to read and follow instructions

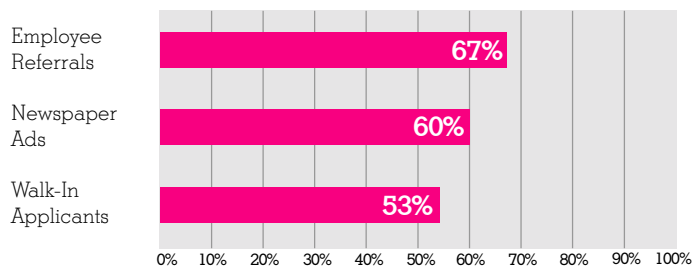
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

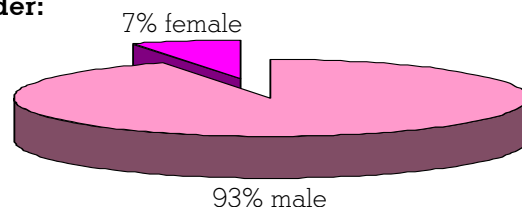
Experienced: Moderately Difficult  
Inexperienced: Very Difficult

### Recruitment Methods



**Size of Occupation:** Very large (1430 and above)

### Gender:



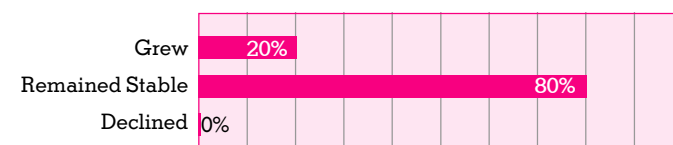
### Where the Jobs Are

#### Major Employing Industries:

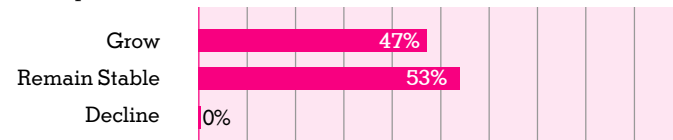
- Groceries and related products
- Machinery, equipment and supplies

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slower than average (4.4%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, most (73%) promote employees from this occupation to higher level positions, such as Sales Manager.

# Septic Tank Servicers and Sewer Pipe Cleaners

SOC Code: 474071

14 Employers Responded

39 Jobs Represented

## Description

Clean and repair septic tanks, sewer lines, or drains. May patch walls and partitions of tank, replace damaged drain tile, or repair breaks in underground piping.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 8.00	\$10.00	\$ 9.50
New hires/with experience	\$ 6.75	\$15.00	\$11.00
Experienced/3+ yrs. with firm	\$10.00	\$20.00	\$15.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	50%	0%	14%	100%	0%	0%
Dental Insurance	36%	0%	7%	0%	0%	0%
Vision Insurance	29%	0%	7%	0%	0%	0%
Life Insurance	29%	0%	0%	0%	0%	0%
Sick Leave	29%	0%	7%	100%	0%	0%
Vacation	57%	0%	7%	100%	0%	0%
Retirement Plan	43%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

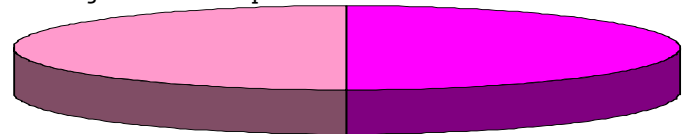
FT = Full-time Employees      PT = Part-time Employees

*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

## Employer Requirements

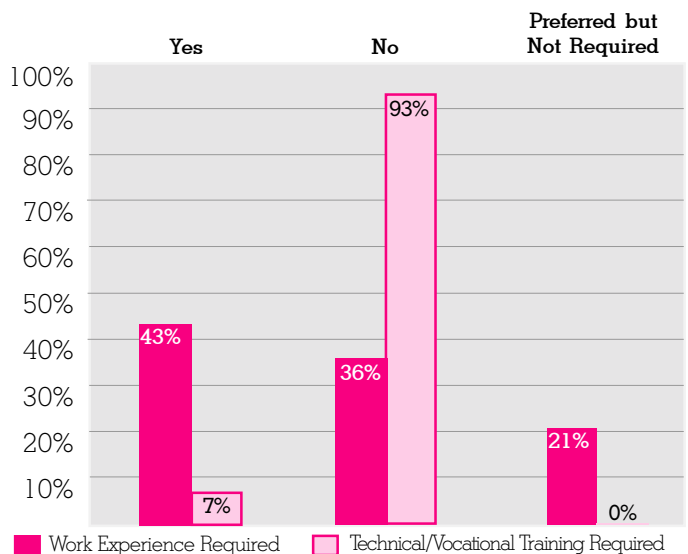
### Minimum Level of Education Required

50% High School or Equivalent



50% Less Than High School

### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	48	17
Technical/Vocational Training Required	12	12	12

*Percentages are based on the number of employers responding to this question.*

## Available Training

- Bakersfield College
- Pipe Trades JAC

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Willingness to work with close supervision
- ◆ Ability to provide own hand tools
- ◆ Ability to work independently

### Technical Skills:

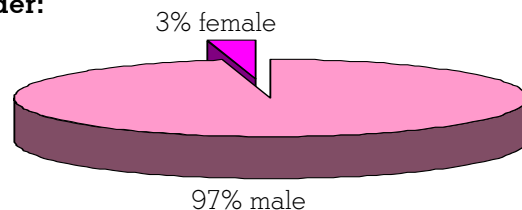
- ◆ Possession of a valid Class B driver's license
- ◆ Ability to write effectively

### Basic Skills:

- ◆ Basic math skills
- ◆ Oral communication skills
- ◆ Ability to write legibly
- ◆ Ability to read and follow instructions

**Size of Occupation:** Small (less than 330)

### Gender:



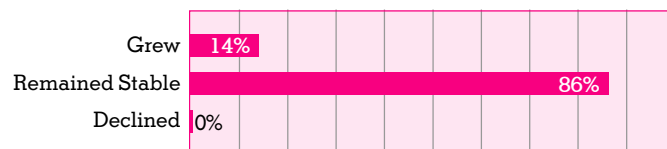
### Where the Jobs Are

### Major Employing Industries:

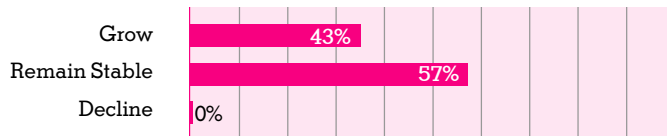
- Plumbing, heating and air conditioning

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Remain Stable (0.0%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

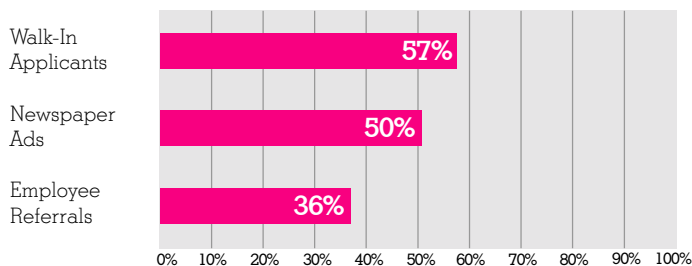
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: Very Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 32 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, some (36%) promote employees from this occupation to higher level positions, such as Plumbing Technician and Driver.



# Service Unit Operators, Oil, Gas, and Mining

SOC Code: 475013

15 Employers Responded

342 Jobs Represented

## Description

Operate equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells. May also perform similar services in mining exploration operations.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$17.00	\$11.43
New hires/with experience	\$ 7.50	\$19.00	\$15.00
Experienced/3+ yrs. with firm	\$10.00	\$22.00	\$16.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	47%	0%	53%	0%	0%	0%
Dental Insurance	27%	0%	47%	0%	0%	0%
Vision Insurance	27%	0%	47%	0%	0%	0%
Life Insurance	27%	0%	20%	0%	0%	0%
Sick Leave	60%	0%	13%	0%	0%	0%
Vacation	80%	0%	13%	0%	0%	0%
Retirement Plan	20%	0%	20%	0%	0%	0%
Child Care	0%	0%	7%	0%	0%	0%
Other	0%	0%	67%	0%	33%	0%

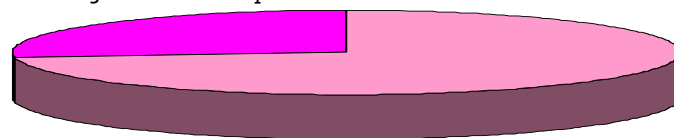
FT = Full-time Employees PT = Part-time Employees

The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

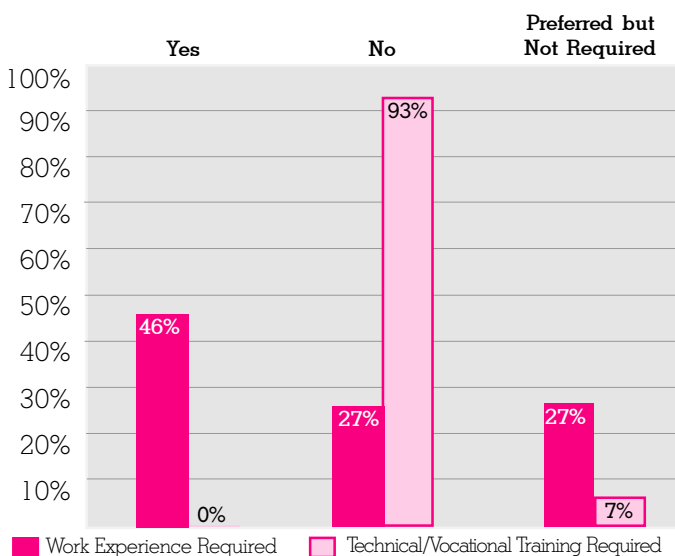
### Minimum Level of Education Required

27% High School or Equivalent



73% Less Than High School

### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	60	24
Technical/Vocational Training Required	9	9	9

Percentages are based on the number of employers responding to this question.

## Available Training

- Taft College

## Skills, Licenses and Other Requirements

### Physical Skills:

- ◆ Manual dexterity
- ◆ Ability to climb to high places

### Personal and Other Skills:

- ◆ Willingness to work with close supervision
- ◆ Possession of mechanical aptitude
- ◆ Ability to work independently

### Technical Skills:

- ◆ Cost estimating skills
- ◆ Knowledge of algebra
- ◆ Knowledge of geology
- ◆ Knowledge of oilwell drilling equipment
- ◆ Knowledge of offshore drilling
- ◆ Ability to operate hydraulic equipment
- ◆ Ability to use explosives
- ◆ Ability to use hand tools
- ◆ Understanding of fire safety and prevention practices
- ◆ Ability to implement safe work practices
- ◆ Knowledge of subsurface tools and instruments
- ◆ Well drilling skills

### Basic Skills:

- ◆ Basic math skills
- ◆ Ability to read and follow instructions
- ◆ Ability to write legibly
- ◆ Oral communication skills

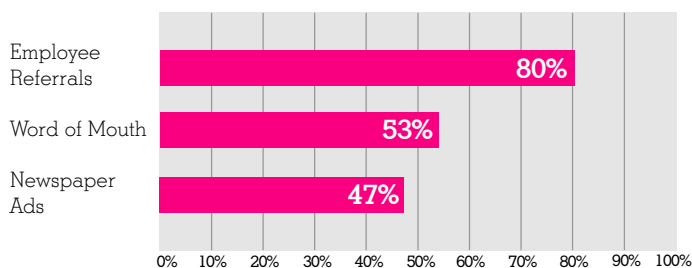
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

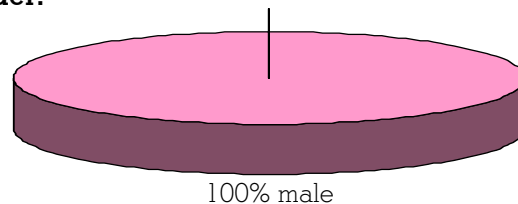
Experienced: Very Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Large (660-1429)

### Gender:



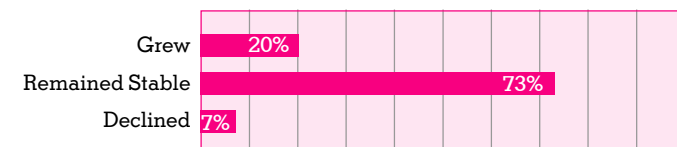
### Where the Jobs Are

### Major Employing Industries:

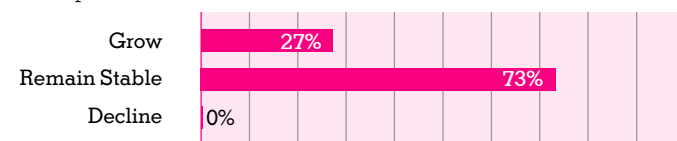
- Oil and gas field services

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Faster than average (10.1%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 41 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, most (67%) promote employees from this occupation to higher level positions, such as Foreman, Lease Operator, Supervisor or Manager.

# Sheet Metal Workers

SOC Code: 472211

15 Employers Responded

88 Jobs Represented

## Description

Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer, operating soldering and welding equipment to join sheet metal parts, inspecting, assembling, and smoothing seams and joints of burred surfaces.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$12.00	\$10.00
New hires/with experience	\$ 7.43	\$15.00	\$10.00
Experienced/3+ yrs. with firm	\$10.00	\$21.00	\$15.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	67%	0%	0%	0%	0%	0%
Dental Insurance	40%	0%	0%	0%	0%	0%
Vision Insurance	33%	0%	0%	0%	0%	0%
Life Insurance	13%	0%	0%	0%	0%	0%
Sick Leave	40%	0%	0%	0%	0%	0%
Vacation	67%	0%	0%	0%	0%	0%
Retirement Plan	13%	0%	7%	0%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

FT = Full-time Employees      PT = Part-time Employees

*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

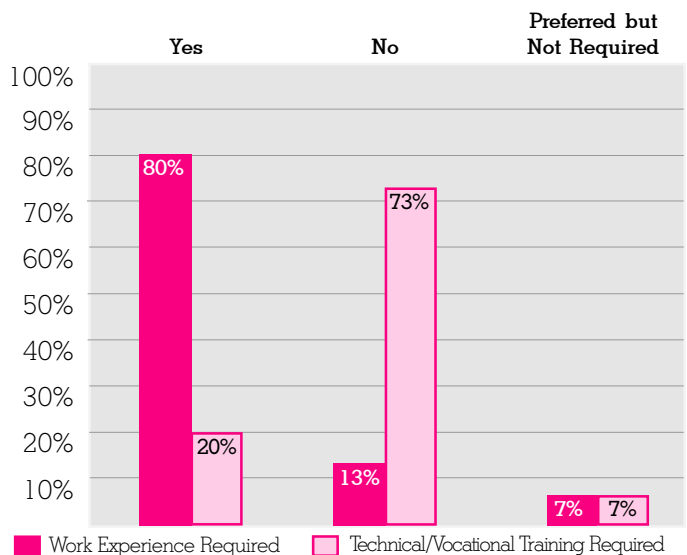
## Employer Requirements

### Minimum Level of Education Required

40% High School or Equivalent



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	60	20
Technical/Vocational Training Required	12	12	12

*Percentages are based on the number of employers responding to this question.*

## Available Training

- Bakersfield College
- Cerro Coso Community College
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Taft College

## Skills, Licenses and Other Requirements

### Physical Skills:

- ◆ Ability to stand continuously for 2 or more hours
- ◆ Ability to lift at least 50 lbs. repeatedly
- ◆ Possession of agility and coordination
- ◆ Good eye-hand coordination
- ◆ Manual dexterity

### Personal and Other Skills:

- ◆ Ability to work independently
- ◆ Possession of mechanical aptitude
- ◆ Willingness to work with close supervision
- ◆ Spatial aptitude

### Technical Skills:

- ◆ Sheet metal working skills
- ◆ Knowledge of geometry
- ◆ Knowledge of trigonometry
- ◆ Shop math skills
- ◆ Ability to read blueprints
- ◆ Ability to use hand tools
- ◆ Welding skills
- ◆ Mechanical drawing skills

### Basic Skills:

- ◆ Ability to write legibly
- ◆ Oral communication skills
- ◆ Ability to read and follow instructions

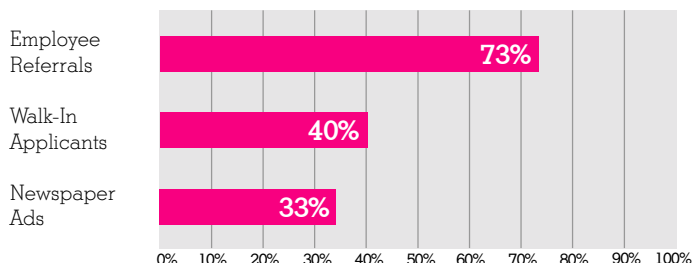
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

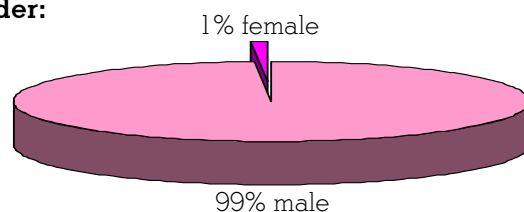
Experienced: Very Difficult  
Inexperienced: Very Difficult

### Recruitment Methods



**Size of Occupation:** Medium (330-659)

### Gender:



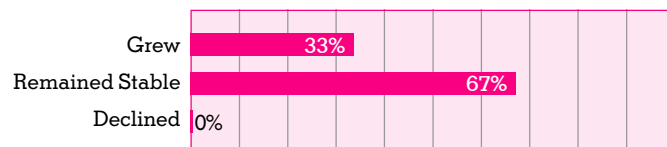
### Where the Jobs Are

### Major Employing Industries:

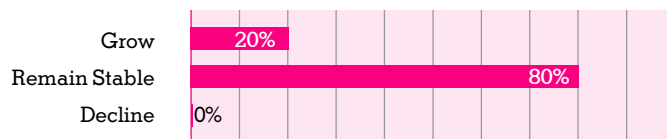
- Plumbing, heating and air conditioning

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Faster than average (11.4%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, some (20%) promote employees from this occupation to higher level positions, such as Foreman or Manager.

# Stock Clerks and Order Fillers

SOC Code: 435081

15 Employers Responded

145 Jobs Represented

## Description

Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$ 8.50	\$ 8.00
New hires/with experience	\$ 6.75	\$12.50	\$ 9.00
Experienced/3+yrs. with firm	\$ 7.00	\$14.00	\$10.00

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

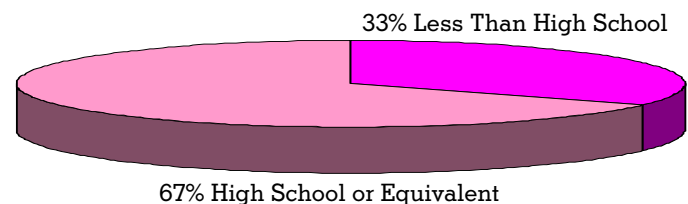
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
Medical Insurance	67%	25%	25%	0%	0%	0%
Dental Insurance	58%	25%	17%	0%	8%	0%
Vision Insurance	50%	25%	0%	0%	8%	0%
Life Insurance	50%	25%	8%	0%	0%	0%
Sick Leave	42%	25%	0%	0%	0%	0%
Vacation	75%	25%	0%	0%	0%	0%
Retirement Plan	42%	25%	8%	0%	8%	0%
Child Care	0%	0%	0%	0%	8%	0%
Other	0%	0%	0%	0%	0%	0%

FT = Full-time Employees PT = Part-time Employees

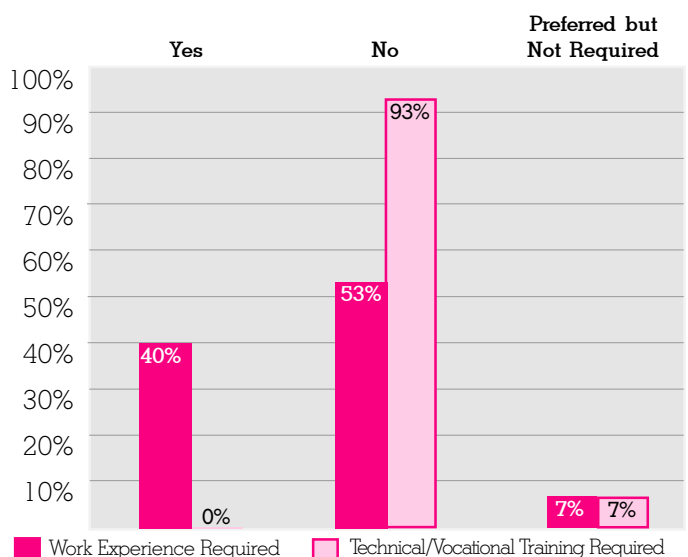
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<u>Number of Months</u>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	3	24	12
Technical/Vocational Training Required	2	2	2

Percentages are based on the number of employers responding to this question.

## Available Training

- Delano Adult School
- Goodwill Industries of South Central California
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Taft College

## Skills, Licenses and Other Requirements

### Physical Skills:

- ◆ Ability to lift 50 pounds repeatedly
- ◆ Ability to stand continuously for 2 or more hours

### Personal and Other Skills:

- ◆ Willingness to work with close supervision
- ◆ Public contact skills
- ◆ Ability to work independently
- ◆ Customer service skills

### Technical Skills:

- ◆ Record keeping skills
- ◆ Understanding of inventory techniques
- ◆ Labeling skills
- ◆ Ability to operate a fork lift
- ◆ Ability to stock shelves
- ◆ Possession of a valid Class B driver's license
- ◆ Bondable
- ◆ Cash handling skills

### Basic Skills:

- ◆ Ability to read and follow instructions
- ◆ Ability to write legibly
- ◆ Oral communication skills
- ◆ Basic math skills
- ◆ Ability to follow oral instructions

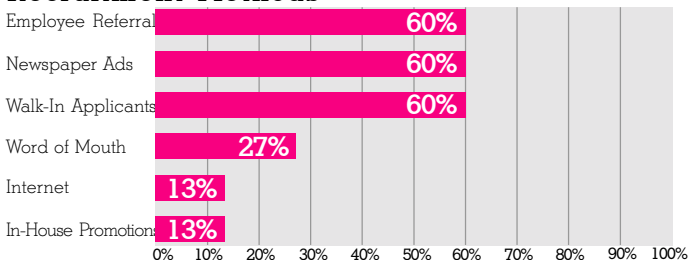
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

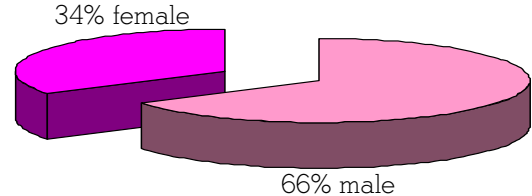
Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Very large (1430 and above)

### Gender:



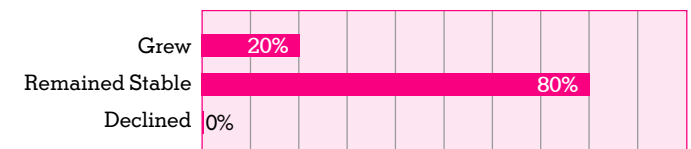
### Where the Jobs Are

### Major Employing Industries:

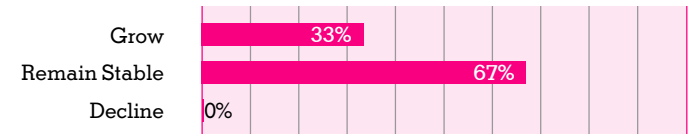
- Groceries and related products

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Faster than average (11.6%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 26 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, most (73%) promote employees from this occupation to higher level positions, such as Department Head or Manager.



# Teacher Assistants

SOC Code: 259041

15 Employers Responded

1158 Jobs Represented

## Description

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$11.82	\$ 9.05
New hires/with experience	\$ 6.75	\$11.82	\$ 9.45
Experienced/3+ yrs. with firm	\$ 7.25	\$11.50	\$10.92

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

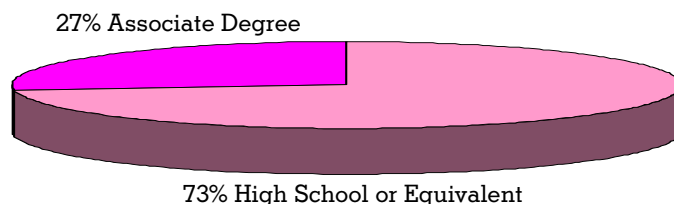
	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	50%	0%	50%	38%	0%	0%
Dental Insurance	50%	0%	33%	38%	17%	00%
Vision Insurance	50%	0%	33%	38%	17%	0%
Life Insurance	50%	0%	33%	31%	0%	0%
Sick Leave	67%	31%	33%	23%	0%	0%
Vacation	50%	23%	33%	31%	0%	0%
Retirement Plan	50%	8%	33%	23%	0%	0%
Child Care	0%	0%	17%	8%	0%	0%
Other	0%	0%	0%	0%	0%	0%

FT = Full-time Employees PT = Part-time Employees

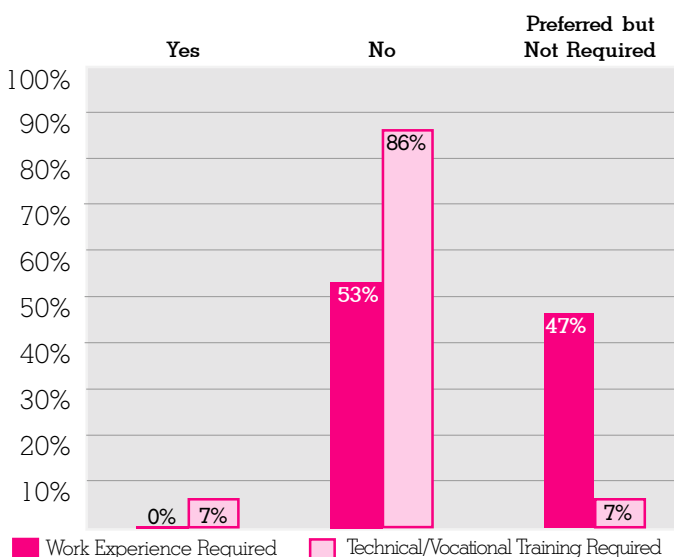
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	12	9
Technical/Vocational Training Required	6	6	6

Percentages are based on the number of employers responding to this question.

## Available Training

- Bakersfield College
- California State University, Bakersfield
- Cerro Coso Community College
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- Taft College

## Skills, Licenses and Other Requirements

### Personal and Other Skills:

- ◆ Ability to exercise patience
- ◆ Willingness to work with close supervision
- ◆ Understanding of a variety of cultures
- ◆ Ability to work independently
- ◆ Ability to pass a pre-employment medical examination
- ◆ Ability to handle crisis situations

### Technical Skills:

- ◆ Ability to apply teaching techniques
- ◆ Knowledge of early childhood development
- ◆ Ability to operate audiovisual equipment
- ◆ Oral reading skills
- ◆ Musical skills
- ◆ Classroom management skills
- ◆ Record keeping skills
- ◆ Ability to administer emergency first aid
- ◆ Possession of an Early Childhood Development certificate
- ◆ Ability to type at least 45 wpm
- ◆ Ability to write effectively

### Basic Skills:

- ◆ Basic math skills
- ◆ Ability to write legibly
- ◆ Ability to read and follow instructions
- ◆ Oral communication skills

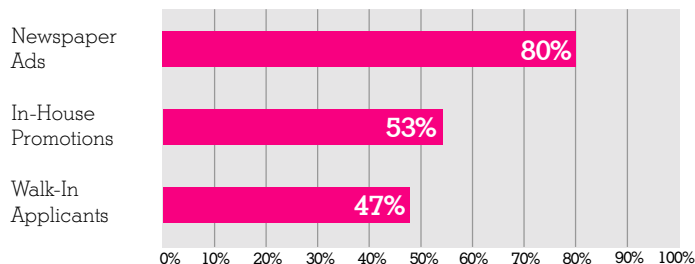
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

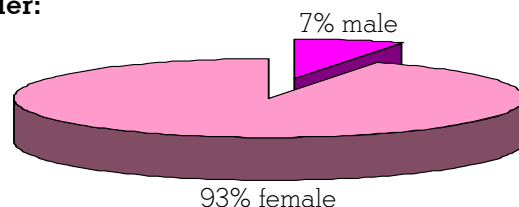
Experienced: Does Not Apply  
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Very Large (1430 and above)

### Gender:



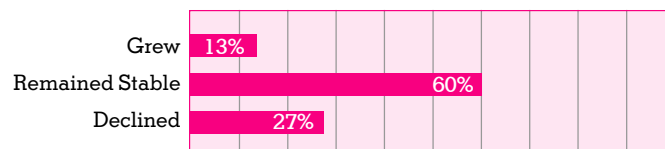
### Where the Jobs Are

### Major Employing Industries:

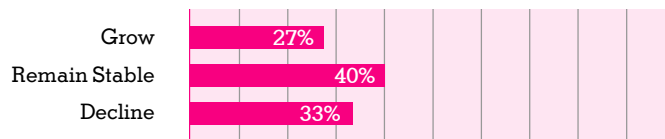
- Elementary and secondary schools

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Much faster than average (24.9%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 19 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, some (33%) promote employees from this occupation to higher level positions, such as Clerk, Secretary and Office Manager.

# Truck Drivers, Heavy and Tractor-Trailer

SOC Code: 533032

15 Employers Responded

582 Jobs Represented

## Description

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	<i>insufficient data</i>		
New hires/with experience	\$ 8.00	\$20.00	\$13.00
Experienced/3+ yrs. with firm	\$10.00	\$24.00	\$15.85

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.*

## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	53%	0%	40%	0%	0%	0%
Dental Insurance	33%	0%	27%	0%	13%	0%
Vision Insurance	33%	0%	20%	0%	7%	0%
Life Insurance	33%	0%	7%	0%	0%	0%
Sick Leave	27%	0%	0%	0%	0%	0%
Vacation	67%	0%	0%	0%	0%	0%
Retirement Plan	20%	0%	13%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	0%	0%	20%	0%	80%	0%

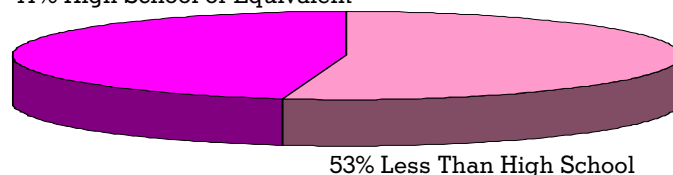
FT = Full-time Employees      PT = Part-time Employees

*The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.*

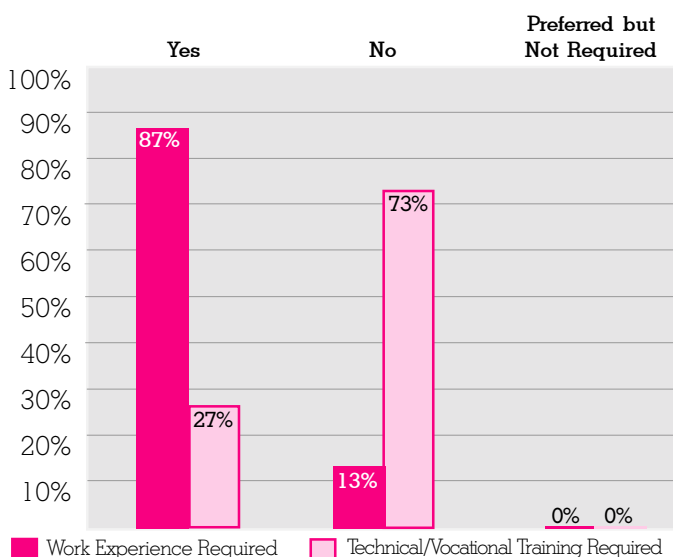
## Employer Requirements

### Minimum Level of Education Required

47% High School or Equivalent



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	12	60	32
Technical/Vocational Training Required	1	12	8

*Percentages are based on the number of employers responding to this question.*

## Truck Drivers, Heavy and Tractor-Trailer (continued)

### Available Training

- Dasmesh Truck Driving School
- Nuway Truck Driving School, Inc.
- Pacific Coast Truck School
- Union Truck Driving School
- Western Truck School

### Skills, Licenses and Other Requirements

#### Physical Skills:

- ◆ Ability to pass a pre-employment medical examination
- ◆ Ability to lift at least 75 pounds repeatedly

#### Personal and Other Skills:

- ◆ Ability to work independently
- ◆ Possession of a good DMV driving record

#### Technical Skills:

- ◆ Possession of a valid Class A driver's license
- ◆ Record keeping skills
- ◆ Ability to read invoices
- ◆ Ability to operate a forklift
- ◆ Automotive maintenance and minor repair skills
- ◆ Ability to drive trucks long distances
- ◆ Ability to load and unload freight
- ◆ Map reading skills
- ◆ Ability to meet ICC requirements
- ◆ Possession of a valid Class B driver's license
- ◆ Knowledge of local streets

#### Basic Skills:

- ◆ Ability to read and follow instructions
- ◆ Ability to write legibly
- ◆ Basic math skills
- ◆ Oral communication skills

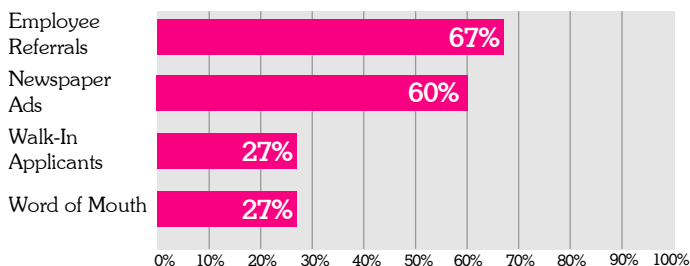
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

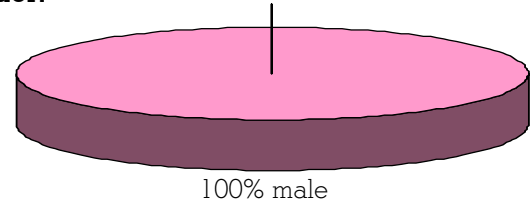
Experienced: Moderately Difficult  
Inexperienced: Very Difficult

### Recruitment Methods



**Size of Occupation:** Very Large (1430 and above)

### Gender:



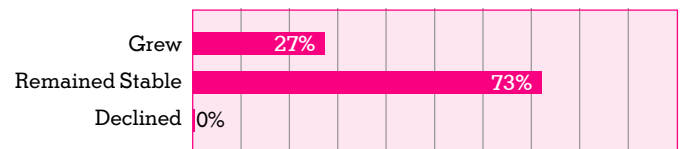
### Where the Jobs Are

### Major Employing Industries:

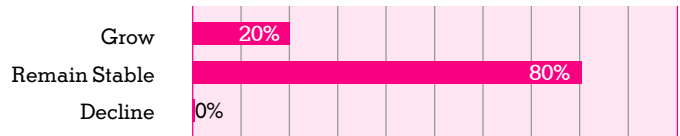
- Trucking and courier services, except air

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slower than average (7.8%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 48 hours per week. Part-time employees work an average of 24 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, few (13%) promote employees from this occupation to higher level positions, such as Trainer or Management.

# Veterinary Assistants and Laboratory Animal Caretakers

SOC Code: 319096

15 Employers Responded

54 Jobs Represented

## Description

Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. May provide routine post-operative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians, veterinarians, or scientists.

## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	Low	High	Median
New hires/no experience	\$ 6.75	\$ 9.00	\$ 7.00
New hires/with experience	\$ 7.00	\$12.00	\$ 9.00
Experienced/3+ yrs. with firm	\$ 7.50	\$14.00	\$10.50

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## Benefits

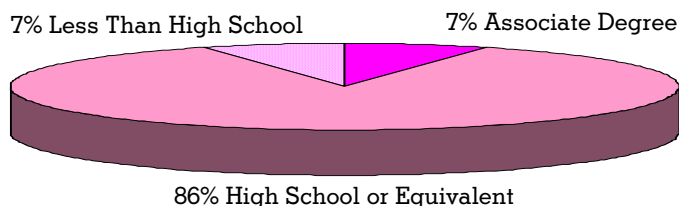
	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	21%	0%	50%	0%	0%	0%
Dental Insurance	7%	0%	29%	0%	0%	0%
Vision Insurance	7%	0%	21%	0%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	0%
Sick Leave	36%	0%	0%	0%	0%	0%
Vacation	79%	0%	0%	0%	0%	0%
Retirement Plan	29%	0%	7%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%
Other	17%	0%	50%	25%	33%	25%

FT = Full-time Employees PT = Part-time Employees

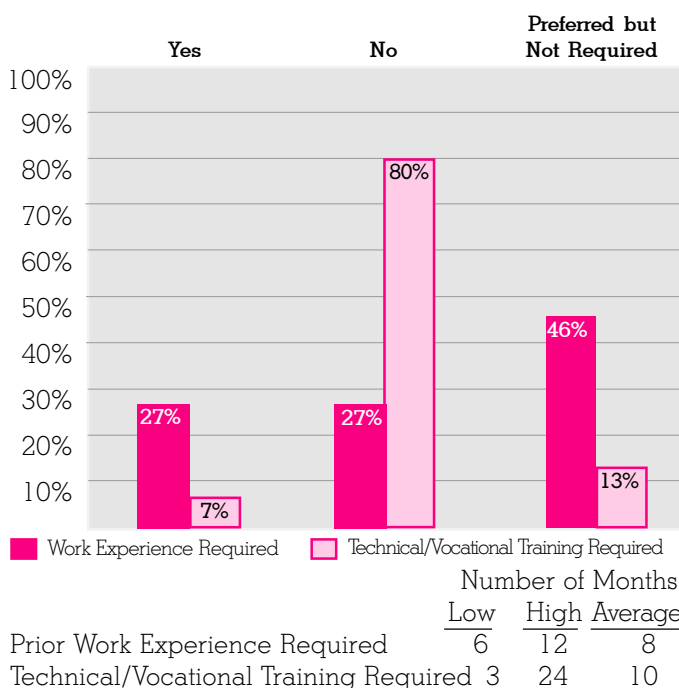
The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

## Employer Requirements

### Minimum Level of Education Required



### Experience and Training



Percentages are based on the number of employers responding to this question.

## Veterinary Assistants and Laboratory Animal Caretakers (continued)

### Available Training

- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center

### Skills, Licenses and Other Requirements

#### Physical Skills:

- ◆ Lift at least 50 pounds repeatedly

#### Personal and Other Skills:

- ◆ Willingness to work with close supervision
- ◆ Public contact skills
- ◆ Ability to work under pressure
- ◆ Ability to work independently
- ◆ Ability to assess emergency situations and set priorities quickly

#### Technical Skills:

- ◆ Ability to accurately record and report information
- ◆ Ability to follow feeding and handling requirements for animals
- ◆ Ability to administer medications and injections
- ◆ Ability to apply sterilization techniques
- ◆ Ability to administer emergency first aid
- ◆ Ability to take vital signs
- ◆ Ability to write effectively
- ◆ Teeth cleaning and polishing skills
- ◆ Ability to follow laboratory procedures
- ◆ Record keeping skills
- ◆ Completion of courses in biological sciences

#### Basic Skills:

- ◆ Basic math skills
- ◆ Ability to write legibly
- ◆ Oral communication skills
- ◆ Ability to read and follow instructions

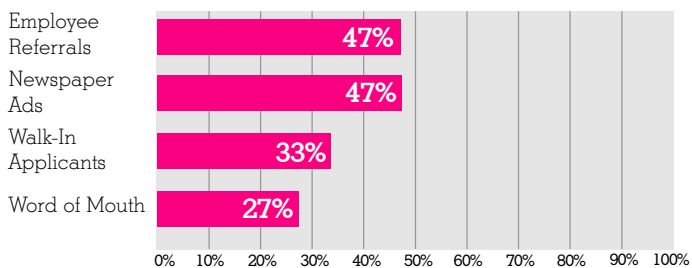
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

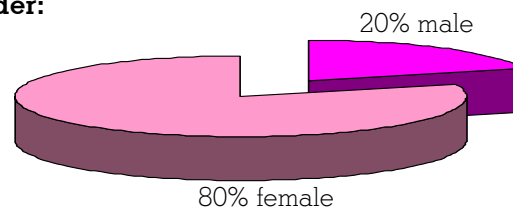
Experienced: Moderately Difficult  
Inexperienced: Very Difficult

### Recruitment Methods



**Size of Occupation:** Small (less than 330)

### Gender:



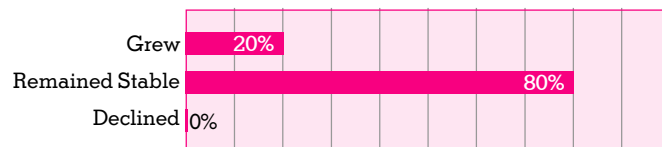
### Where the Jobs Are

#### Major Employing Industries:

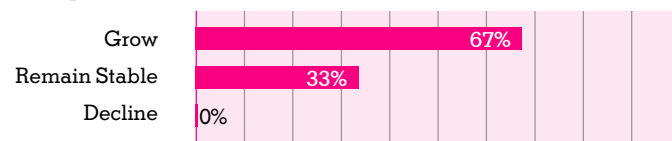
- Veterinary services

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slower than average (1.5%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 25 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, few (13%) promote employees from this occupation to higher level positions, such as Receptionist or Registered Technician.



# Waiters and Waitresses

SOC Code: 353031

15 Employers Responded

481 Jobs Represented

## Description

Take orders and serve food and beverages to patrons at tables in dining establishment.



## Wages and Benefits

**Wages** (Union, Non-Union and Union Undetermined)

	<u>Low</u>	<u>High</u>	<u>Median</u>
New hires/no experience	\$ 6.75	\$ 6.75	\$ 6.75
New hires/with experience	\$ 6.75	\$ 6.75	\$ 6.75
Experienced/3+ yrs. with firm	\$ 6.75	\$ 6.75	\$ 6.75

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Employers reported that workers in this occupation also receive other compensation such as tips, which are not included in the wages above.

## Benefits

	<b>Employer Pays All</b>		<b>Share Cost</b>		<b>Employee Pays All</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
Medical Insurance	60%	7%	0%	14%	0%	0%
Dental Insurance	60%	7%	0%	14%	0%	0%
Vision Insurance	60%	7%	0%	14%	0%	0%
Life Insurance	60%	7%	0%	14%	0%	0%
Sick Leave	60%	7%	0%	14%	0%	0%
Vacation	60%	14%	0%	7%	0%	0%
Retirement Plan	40%	0%	0%	14%	0%	0%
Child Care	0%	0%	0%	14%	0%	0%
Other	0%	0%	0%	100%	0%	0%

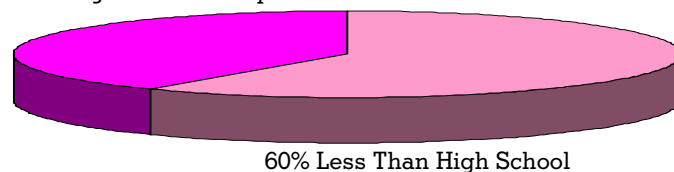
FT = Full-time Employees PT = Part-time Employees

The percentages reflected indicate the percent of all firms that provide each benefit listed in the questionnaire.

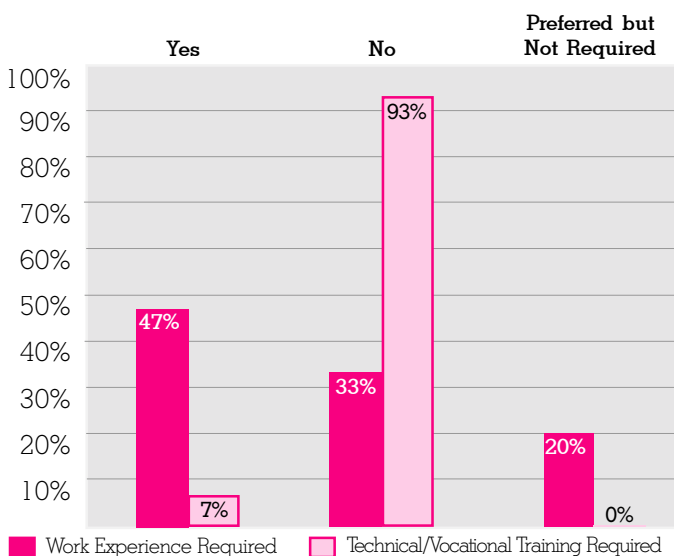
## Employer Requirements

### Minimum Level of Education Required

40% High School or Equivalent



### Experience and Training



	<b>Number of Months</b>		
	<u>Low</u>	<u>High</u>	<u>Average</u>
Prior Work Experience Required	6	36	11
Technical/Vocational Training Required	6	6	6

Percentages are based on the number of employers responding to this question.

## Available Training

- Bakersfield College
- Inyo County Regional Occupational Program
- Kern County Regional Occupational Program
- North Kern Vocational Training Center
- West Side Regional Occupational Program

## Skills, Licenses and Other Requirements

### Physical Skills:

- ◆ Ability to lift at least 30 lbs. repeatedly
- ◆ Ability to stand continuously for 2 or more hours

### Personal and Other Skills:

- ◆ Customer service skills
- ◆ Ability to work under pressure
- ◆ Ability to work independently
- ◆ Good grooming skills
- ◆ Willingness to work with close supervision

### Technical Skills:

- ◆ Cash handling skills
- ◆ Ability to operate a cash register

### Basic Skills:

- ◆ Oral communication skills
- ◆ Ability to write legibly
- ◆ Basic math skills
- ◆ Ability to follow oral instructions
- ◆ Ability to read and follow instructions

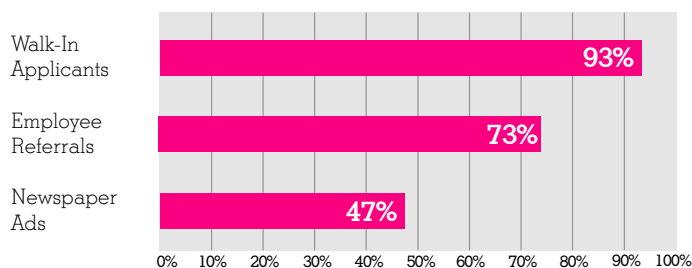
## Employment Trends

### Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

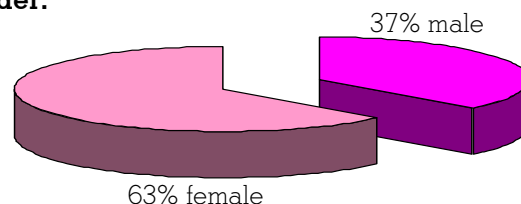
Experienced: Moderately Difficult  
Inexperienced: Moderately Difficult

### Recruitment Methods



**Size of Occupation:** Very large (1430 and above)

### Gender:



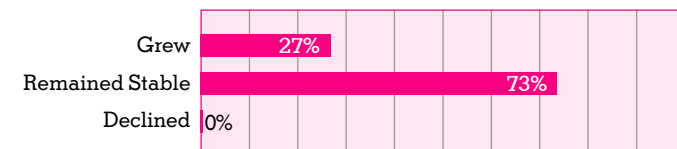
### Where the Jobs Are

#### Major Employing Industries:

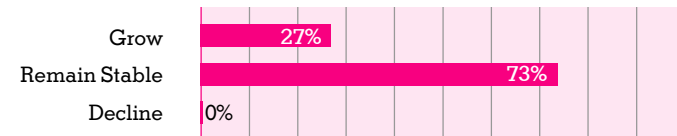
- Eating and drinking places

### Projections

Responding employers reported employment in this occupation during the last 12 months:



Responding employers projected employment in this occupation over the next 24 months would:



**Growth Rate:** Slow decline (-8.7%)

(The combined projected average growth rate for all occupations in Kern, Inyo, and Mono Counties is 8.8% for the period 2001 through 2008.)

## Other Information

### Hours Worked

Full-time employees in this occupation work an average of 37 hours per week. Part-time employees work an average of 25 hours per week.

### Promotional Opportunities

Of the employers who responded to this question, almost all (93%) promote employees from this occupation to higher level positions, such as Assistant Manager or Manager.

# Occupations Summary

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm
Automotive Service Technicians and Mechanics	Very Large	Much Faster Than Average	Experienced: Very Inexperienced: Very	\$ 7.00 \$13.00 \$16.00
Bookkeeping, Accounting, and Auditing Clerks	Very Large	Slow Decline	Experienced: Moderate Inexperienced: Moderate	\$ 10.00 \$12.00 \$13.46
CAD Technicians	Information Not Available	Information Not Available	Experienced: Very Inexperienced: Very	\$12.50 \$15.00 \$19.98
Computer Systems Analysts	Medium	Much Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$14.38 \$19.18 \$23.97
Construction Laborers	Very Large	Average	Experienced: Does Not Apply Inexperienced: Not	\$ 9.00 \$10.00 \$12.00
Dental Assistants	Medium	Slower Than Average	Experienced: Moderate Inexperienced: Very	\$ 9.00 \$10.00 \$13.00
Farmworkers, Farm and Ranch Animals	Small	Remain Stable	Experienced: Not Inexperienced: Moderate	\$ 6.88 \$ 7.00 \$ 8.00
First Line Supervisors/Managers of Housekeeping and Janitorial Workers	Medium	Much Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$ 8.00 \$ 9.50 \$11.50
First Line Supervisors/Managers of Office and Administrative Support Workers	Very Large	Slower Than Average	Experienced: Moderate Inexperienced: Moderate	\$ 9.00 \$12.00 \$13.81

## Occupations Summary

(continued)

<b>Occupation</b>	<b>Size of Occupation</b>	<b>Projected Growth Rate</b> Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	<b>Supply/Demand</b> Degree of difficulty employers have in finding qualified applicants	<b>Median Hourly Wages</b> New hires, no experience New hires, with experience Experienced, 3+ years with firm
General and Operations Managers	Very Large	Slower Than Average	Experienced: Moderate Inexperienced: Very	\$ 9.00 \$12.89 \$14.73
Grocery Checkers	Information Not Available	Information Not Available	Experienced: Moderate Inexperienced: Moderate	\$ 6.75 \$ 7.50 \$ 7.75
Machinists	Medium	Much Faster Than Average	Experienced: Very Inexperienced: Moderate	\$ 8.00 \$10.00 \$14.00
Office Clerks, General	Very Large	Slow Decline	Experienced: Moderate Inexperienced: Not	\$ 8.00 \$10.00 \$12.00
Paralegals and Legal Assistants	Small	Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$10.00 \$11.00 \$15.00
Pharmacy Technicians	Small	Much Faster Than Average	Experienced: Very Inexperienced: Moderate	\$10.00 \$11.00 \$14.00
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	Very Large	Slower Than Average	Experienced: Moderate Inexperienced: Very	\$10.00 \$11.99 \$14.42
Septic Tank Servicers and Sewer Pipe Cleaners	Small	Remain Stable	Experienced: Very Inexperienced: Moderate	\$ 9.50 \$11.00 \$15.00
Service Unit Operators, Oil, Gas, and Mining	Large	Faster Than Average	Experienced: Very Inexperienced: Moderate	\$11.43 \$15.00 \$16.00

## Occupations Summary

(continued)

<b>Occupation</b>	<b>Size of Occupation</b>	<b>Projected Growth Rate</b> Compared to average growth rate for all occupations in Kern, Inyo and Mono Counties	<b>Supply/Demand</b> Degree of difficulty employers have in finding qualified applicants	<b>Median Hourly Wages</b> New hires, no experience New hires, with experience Experienced, 3+ years with firm
Sheet Metal Workers	Medium	Faster Than Average	Experienced: Very Inexperienced: Very	\$10.00 \$10.00 \$15.00
Stock Clerks and Order Fillers	Very Large	Faster Than Average	Experienced: Moderate Inexperienced: Moderate	\$ 8.00 \$ 9.00 \$10.00
Teacher Assistants	Very Large	Much Faster Than Average	Experienced: Does Not Apply Inexperienced: Moderate	\$ 9.05 \$ 9.45 \$10.92
Truck Drivers, Heavy and Tractor-Trailer	Very Large	Slower Than Average	Experienced: Moderate Inexperienced: Very	<i>Insufficient Data</i> \$13.00 \$15.85
Veterinary Assistants and Laboratory Animal Caretakers	Small	Slower Than Average	Experienced: Moderate Inexperienced: Very	\$ 7.00 \$ 9.00 \$10.50
Waiters and Waitresses	Very Large	Slow Decline	Experienced: Moderate Inexperienced: Moderate	\$ 6.75 \$ 6.75 \$ 6.75

# Training and Education

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## Kern, Inyo and Mono Counties

**T**his section provides basic information about the locally available training and education programs designed to prepare persons for entry into the 24 occupations summarized in this report. It is not meant to be an all-inclusive training directory for the three-county area.

The programs cited in the following pages include certificate and degree programs offered through public secondary schools; adult education; formal apprenticeships; community colleges; private schools, colleges and universities; Regional Occupational Programs; and state universities.

The information in this section is presented first by occupation, followed by a listing of related occupational training programs and their providers. Additional information regarding these and other programs and training and education providers is available from Employers' Training Resource (ETR) and at the California Career Resource Network (CalCRN) website:

<http://www.californiacareers.info>

Please note that the Kern, Inyo and Mono Workforce Investment Board (WIB), ETR and the Employment Development Department/Labor Market Information Division (EDD/LMID) do not endorse or recommend any particular training providers or programs. Additionally, while we have made every effort to ensure that information is accurate and current, this information changes frequently. Readers are encouraged to contact the education and training providers directly to verify or update information.



# Related Training and Education

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## **Automotive Service Technicians and Mechanics (493023)**

- Arvin High School  
Automotive Technology
- Bakersfield College  
Automotive
- Bakersfield Technical College  
Auto Mechanics/Emission Control
- Cerro Coso Community College  
Automotive Technology
- Inyo County Adult Education  
Auto Mechanic
- Inyo County Regional Occupational Program  
Auto Mechanics
- Kern County Regional Occupational Program  
Automotive Service
- Kern High School District Regional Occupational Center  
Auto Technology
- North Kern Vocational Training Center  
Auto Technology
- Sierra Sands Unified School District Adult School  
Automotive Repair
- Taft College  
Automotive Technology
- West Side Regional Occupational Program  
Auto Mechanics

## **Bookkeeping, Accounting, and Auditing Clerks (433031)**

- Bakersfield College  
Accounting  
Bookkeeping
- Bakersfield Technical College  
Business Education
- California State University, Bakersfield  
Accounting
- Cerro Coso Community College  
Accounting
- Delano Adult School  
Accounting Clerk  
Bookkeeper
- Kern High School District - Bakersfield Adult School  
Accounting I, II, III  
Record Keeping I, II
- Kern High School District Regional Occupational Center  
Accounting Clerk
- Mexican American Opportunity Foundation  
Bookkeeping
- North Kern Vocational Training Center  
Office Occupations

- Santa Barbara Business College  
Business Administration  
Computerized Accounting
- Taft College  
Accounting  
Business Administration
- University of Phoenix - Bakersfield Learning Center  
Accounting

## **CAD Technicians (173019009)**

- Bakersfield College  
Architectural CAD
- Cerro Coso Community College  
Drafting Technology
- Foothill High School  
Computer Design and Engineering Academy
- Inyo County Regional Occupational Program  
Drafting
- North Kern Vocational Training Center  
Computer Aided Drafting
- Zoom Graphics  
Computer Aided Drafting

## **Computer Systems Analysts (151051)**

- California State University, Bakersfield  
Computer Science
- Chapman University Edwards Air Force Base Campus  
Computer Information Systems
- New Horizons Computer Learning Center  
Project Management
- San Joaquin Valley College, Inc.  
Informations Systems Engineering
- Santa Barbara Business College  
Network Systems Administration
- University of Phoenix - Bakersfield Learning Center  
Computer Information Systems
- University of Phoenix - Edwards Air Force Base Campus  
Information Technology
- Webster University - Edwards Air Force Base Campus  
Computer Resources and Information Management

## **Construction Laborers (472061)**

- Arvin High School  
Construction
- Bakersfield College  
Apprenticeship Programs  
Construction Technology
- Carpenter's Local No. 743  
Carpenters Joint Apprenticeship
- Cerro Coso Community College  
Apprentice Training Carpentry

- Contractors State License Schools  
Journeyman
- Inyo County Regional Occupational Program  
Carpentry
- Kern County Regional Occupational Program  
Construction Technology
- Kern High School District Regional Occupational Center  
Carpentry
- North Kern Vocational Training Center  
Construction
- Owens Valley Career Development Center  
Construction Trades
- Sierra Sands Unified School District Adult School  
Wood I, II
- West Side Regional Occupational Program  
Construction Technology

**Dental Assistants (319091)**

- San Joaquin Valley College, Inc.  
Dental Assisting

**Farmworkers, Farm and Ranch Animals (452093)**

- Bakersfield College  
Animal Science
- Foothill High School  
Agri-Business Academy
- Inyo County Regional Occupational Program  
Agriculture
- Kern High School District Regional Occupational Center  
Animal Care Technology
- North Kern Vocational Training Center  
Agriculture Skills

**First Line Supervisors/Managers of Housekeeping and Janitorial Workers (371011)**

- Bakersfield College  
Hotel/Motel Management
- Cerro Coso Community College  
Resort and Commercial Recreation Management

**First Line Supervisors/Managers of Office and Administrative Support Workers (431011)**

- Bakersfield College  
Business Education
- California State University, Bakersfield  
General Business

- Cerro Coso Community College  
Business and Business Management  
Business Office Technology
- San Joaquin Valley College, Inc.  
Administrative Office Professional  
Business Administration
- Santa Barbara Business College  
Business Administration
- Taft College  
Business Administration  
General Business  
Office Technology  
Secretarial Studies
- University of LaVerne - Kern County Campus, Bakersfield  
Business Administration
- University of Phoenix - Bakersfield Learning Center  
Business
- University of Phoenix - Edwards Air Force Base Campus  
Business
- Webster University - Edwards Air Force Base Campus  
Business Administration

**General and Operations Managers (111021)**

- Bakersfield College  
Business Administration  
General Management
- California State University, Bakersfield  
Management
- Cerro Coso Community College  
Business and Business Management
- San Joaquin Valley College, Inc.  
Business Administration
- Santa Barbara Business College  
Business Administration
- Taft College  
General Business
- University of LaVerne - Kern County Campus, Bakersfield  
Business Administration
- University of Phoenix - Bakersfield Learning Center  
Business
- University of Phoenix - Edwards Air Force Base Campus  
Business
- Webster University - Edwards Air Force Base Campus  
Business Administration

**Grocery Checkers (412011009)**

- Delano Adult School  
Cashier
- Goodwill Industries of South Central California  
Retail Skills
- Inyo County Regional Occupational Program  
Retail Sales

## Related Training and Education (continued)

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- Kern County Regional Occupational Program  
Retail Marketing
- Kern High School District Regional Occupational Center  
Retail Sales
- Kern High School District - Ruggenberg Career Center  
Retail Sales
- Proteus  
General Merchandise Retail
- Tehachapi Unified School District  
Retail Marketing
- West Side Regional Occupational Program  
Retail Merchandising

### **Machinists (514041)**

- Bakersfield College  
Industrial Technology
- Cerro Coso Community College  
Machine Tool Technology

### **Office Clerks, General (439061)**

- Bakersfield College  
Business Education
- Bakersfield Technical College  
Business Education
- Cerro Coso Community College  
Business Office Technology
- Delano Adult School  
Business Office Training
- Inyo County Regional Occupational Program  
Office Procedures
- Kern County Regional Occupational Program  
Office Occupations
- Kern High School District - Bakersfield Adult School  
Business Education
- Kern High School District - Bakersfield Adult School -  
Career Resource Department  
Business Services
- Kern High School District Regional Occupational Center  
Office Occupations
- McFarland Learning Center  
Vocational Business Training
- Mexican American Opportunity Foundation  
Clerical Training
- North Kern Vocational Training Center  
Office Occupations
- San Joaquin Valley College, Inc.  
Administrative Office Professional

- Southern Kern Unified School District Adult School  
Office Procedures
- Taft College  
General Business  
Office Technology  
Secretarial Studies
- West Side Regional Occupational Program  
Applied Office Skills

### **Paralegals and Legal Assistants (232011)**

- California State University, Bakersfield (Extended University)  
Paralegal Attorney Assistant

### **Pharmacy Technicians (292052)**

- Kern High School District Regional Occupational Center  
Pharmacy Technician
- Taft College  
Pre-Pharmacy

### **Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (414012)**

- Bakersfield College  
General Sales
- Goodwill Industries of South Central California  
Retail Skills
- Inyo County Regional Occupational Program  
Retail Sales
- Kern County Regional Occupational Program  
Retailing Careers Co-Op  
Retail Marketing
- Kern High School District Regional Occupational Center  
Retail Sales
- North Kern Vocational Training Center  
Marketing and Merchandising  
Co-Operative Education
- Proteus  
General Merchandise Retail
- Tehachapi Unified School District  
Retail Marketing
- West Side Regional Occupational Program  
Retail Merchandising

### **Septic Tank Servicers and Sewer Pipe Cleaners (474071)**

- Bakersfield College  
Apprenticeship - Plumbers and Steamfitters
- Pipe Trades JAC  
Maintenance Plumber

**Service Unit Operators, Oil, Gas, and Mining**  
(475013)

- Taft College  
Petroleum Technology

**Sheet Metal Workers** (472211)

- Bakersfield College  
Apprenticeship - Sheet Metal
- Cerro Coso Community College  
Machine Tool Technology  
Welding
- Inyo County Regional Occupational Program  
Welding
- Kern County Regional Occupational Program  
Welding
- Kern High School District Regional Occupational Center  
Welding
- North Kern Vocational Training Center  
Welding/Pipe Welding
- Taft College  
Welding

**Stock Clerks and Order Fillers** (435081)

- Delano Adult School  
Stock Control Clerk
- Goodwill Industries of South Central California  
Retail Skills
- Inyo County Regional Occupational Program  
Retail Sales
- Kern County Regional Occupational Program  
Retailing Careers Co-Op  
Retail Marketing
- North Kern Vocational Training Center  
Marketing and Merchandising  
Co-Operative Education
- Proteus  
General Merchandise Retail
- Ruggenberg Career Center  
Retail Sales
- Tehachapi Unified School District  
Retail Marketing
- West Side Regional Occupational Program  
Retail Merchandising

**Teacher Assistants** (259041)

- Bakersfield College  
Child Development and Family Relations  
Liberal Studies
- California State University, Bakersfield  
Teacher Education

- Cerro Coso Community College  
Child Development
- Kern County Regional Occupational Program  
Applied Child Development
- Kern High School District Regional Occupational Center  
Teacher Assistant
- Taft College  
Early Childhood Education

**Truck Drivers, Heavy and Tractor-Trailer**  
(533032)

- Dasmesh Truck Driving School  
Class A Truck Driving Course
- Nuway Truck Driving School, Inc.  
Long Haul Truck Driver
- Pacific Coast Truck School  
Truck Driver  
Class A Truck Driver Refresher Course
- Union Truck Driving School  
Truck Driving
- Western Truck School  
Class A Truck Driver  
Tractor/Trailer Operator

**Veterinary Assistants and Laboratory Animal Caretakers** (319096)

- Kern High School District Regional Occupational Center  
Animal Care Technology
- North Kern Vocational Training Center  
Animal Care Technician

**Waiters and Waitresses** (353031)

- Bakersfield College  
Food Service Management
- Inyo County Regional Occupational Program  
Restaurant Practices
- Kern County Regional Occupational Program  
Food Services
- North Kern Vocational Training Center  
Restaurant Careers
- West Side Regional Occupational Program  
Food Preparation and Service

# Training and Education Providers

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## **Arvin High School**

900 Varsity Road  
P. O. Box 518  
Arvin, CA 93203-0518  
Phone: (661) 854-5561  
Fax: (661) 854-5943  
Web Site: <http://www.khsd.k12.ca.us/arvin/>  
E-Mail: kmorales@khsd.k12.ca.us

## **Bakersfield College**

1801 Panorama Drive  
Bakersfield, CA 93305-1219  
Phone: (661) 395-4011  
Fax: (661) 395-4241  
Web Site: <http://www.bakersfieldcollege.edu>  
E-Mail: svaughn@bakersfieldcollege.edu

## **Bakersfield Technical College**

186 Quantico Avenue, Suite A  
Bakersfield, CA 93307-2839  
Phone: (661) 859-2121  
Fax: (661) 859-2126  
E-Mail: ctcbtc@aol.com

## **California State University, Bakersfield**

9001 Stockdale Highway  
Bakersfield, CA 93311-1022  
Phone: (661) 664-2011  
Fax: (661) 664-6950  
Web Site: <http://www.csub.edu>  
E-Mail: admissions@csb.edu

## **Carpenter's Local No. 743**

911 20th Street  
Bakersfield, CA 93301-2910  
Phone: (661) 327-1429  
Fax: (661) 322-8577

## **Cerro Coso Community College**

3000 College Heights Boulevard  
Ridgecrest, CA 93555-9571  
Phone: (760) 384-6100  
Fax: (760) 384-6377  
Web Site: <http://www.cerrocoso.edu>  
E-Mail: afuentes@cerrocoso.edu

## **Chapman University**

### **Edwards Air Force Base Campus**

140 Methusa Avenue 95 MSS/DPEE  
Edwards Air Force Base, CA 93524-1400  
Phone: (661) 258-5251  
Fax: (661) 258-5244  
Web Site: <http://www.chapman.edu/univcoll/ac/edwards/>  
E-Mail: edw@chapman.edu

## **Contractors State License Schools**

3217 Niles Street, Suite A  
Bakersfield, CA 93306-4372  
Phone: (661) 366-2184  
Fax: (661) 366-2414  
Web Site: <http://www.csllscorp.com>  
E-Mail: bobm@csllscorp.com

## **Dasmesh Truck Driving School**

9275 South Union Avenue  
Bakersfield, CA 93307-6146  
Phone: (661) 836-1826  
Fax: (661) 832-9192

## **Delano Adult School**

1811 Princeton Street  
Delano, CA 93215  
Phone: (661) 720-4170  
Fax: (661) 725-5852  
Web Site: <http://www.delanoadultschool.org>  
E-Mail: alsanch@zeus.kern.org

## **Foothill High School**

501 Park Drive  
Bakersfield, CA 93306-6099  
Phone: (661) 366-4491  
Fax: (661) 363-6223  
Web Site: <http://www.khsd.k12.ca.us/foothill/>  
E-Mail: sylvia\_morales@khsd.k12.ca.us

## **Goodwill Industries of South Central California**

4901 Stine Road  
Bakersfield, CA 93313  
Phone: (661) 837-0595  
Fax: (661) 837-0801  
Web Site: <http://www.centcalgoodwill.org>  
E-Mail: goodwill@giscc.org

**Inyo County Adult Education**

960 Sugarloaf Road  
P. O. Box 970  
Big Pine, CA 93513-0970  
Phone: (760) 938-2936  
Fax: (760) 938-3127  
Web Site: <http://www.inyo.k12.ca.us>  
E-Mail: ramona\_delmas@inyo.k12.ca.us

**Inyo County Regional Occupational Program**

960 Sugarloaf Road  
P. O. Box 970  
Big Pine, CA 93513-0970  
Phone: (760) 938-2936  
Fax: (760) 837-3127  
Web Site: <http://www.inyo.k12.ca.us/rop.asp>  
E-Mail: jim\_meadowcroft@inyo.k12.ca.us

**Kern County Regional Occupational Program**

15926 K Street  
Mojave, CA 93501-1713  
Phone: (661) 824-9313  
Fax: (661) 824-9316  
Web Site: <http://kcsos.kern.org/kcrop/>  
E-Mail: damcqui@zeus.kern.org

**Kern High School District  
Bakersfield Adult School**

501 South Mount Vernon Avenue  
Bakersfield, CA 93307-2859  
Phone: (661) 835-1855  
Fax: (661) 835-9612  
Web Site: <http://www.kernhigh.org/bas/>  
E-Mail: shandy@khsd.k12.ca.us

**Kern High School District  
Bakersfield Adult School  
Career Resource Department**

2727 F Street  
Bakersfield, CA 93301-1817  
Phone: (661) 322-7492  
Fax: (661) 322-2738  
Web Site: <http://www.kernhigh.org/bas/CareerResource/CareerResource.asp>  
E-Mail: Michelle\_McClure@khsd.k12.ca.us

**Kern High School District  
Regional Occupational Center**

501 South Mount Vernon Avenue  
Bakersfield, CA 93307-2859  
Phone: (661) 831-3327  
Fax: (661) 398-8239  
Web Site: <http://www.kernhigh.org/roc/>

**Kern High School District  
Ruggenberg Career Center**

610 Ansol Lane  
Bakersfield, CA 93306-6512  
Phone: (661) 366-4401  
Fax: (661) 363-0828  
Web Site: <http://www.khsd.k12.ca.us/ruggenberg/>  
E-Mail: Lu-Fleming@khsd.k12.ca.us

**McFarland Learning Center**

599 5th Street  
McFarland, CA 93250-1174  
Phone: (661) 792-3178  
Fax: (661) 792-6758  
Web Site: <http://www.kern.org/schools/mcfsd.html>

**Mexican American Opportunity Foundation**

2001 28th Street  
Bakersfield, CA 93301-1924  
Phone: (661) 336-6969  
Fax: (661) 336-6861  
Web Site: <http://www.maof.org/bakersfi.htm>  
E-Mail: maofinfo@maof.org

**New Horizons Computer Learning Center**

5121 Stockdale Highway, Suite 150  
Bakersfield, CA 93309-2665  
*2nd location:*  
1431 Rosamond Boulevard, Suite 14E  
Rosamond, CA 93560-7428  
*for both locations:*  
Phone: (661) 397-3606  
Fax: (661) 834-0682  
Web Site: <http://www.newhorizons.com>  
E-Mail: nhinfo@nhbakersfield.com



## Training and Education Providers

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### **North Kern Vocational Training Center**

2150 7th Street  
Wasco, CA 93280-1563  
Phone: (661) 758-3045  
Fax: (661) 758-5956  
Web Site: <http://www.nkvtc.org/>

### **Nuway Truck Driving School, Inc.**

490 Belle Terrace  
Bakersfield, CA 93307-3654  
Phone: (661) 861-0192  
Fax: (661) 861-0103

### **Owens Valley Career Development Center**

P. O. Box 1467  
Bishop, CA 93515-1467  
2574 Diaz Lane  
Bishop, CA 93514-8099  
Phone: (760) 873-5107  
Toll Free: (800) 924-8091  
Fax: (760) 873-4107  
Web Site: <http://www.ovcdc.com>  
E-Mail: [svasquez@ovcdc.com](mailto:svasquez@ovcdc.com)

### **Pacific Coast Truck School**

5800 State Road, Suite 7  
Bakersfield, CA 93308-3039  
Phone: (661) 392-9283  
Toll Free: (877) JOB WAVE (562-9283)  
Fax: (661) 399-5627

### **Pipe Trades JAC**

6820 Meany Avenue  
Bakersfield, CA 93308-5130  
Phone: (661) 589-3824  
Fax: (661) 589-1059  
E-Mail: [jesseroman409@aol.com](mailto:jesseroman409@aol.com)

### **Proteus**

1427 South Lexington, Suite 2  
Delano, CA 93215-9700  
Phone: (661) 725-0803  
Fax: (661) 725-5638  
Web Site: <http://www.proteusinc.org>  
E-Mail: [proteus@proteusinc.org](mailto:proteus@proteusinc.org)

### **San Joaquin Valley College, Inc.**

201 New Stine Road, Suite 200  
Bakersfield, CA 93309-2668  
Phone: (661) 834-0126  
Fax: (661) 834-1021  
Web Site: <http://www.sjvc.edu>  
E-Mail: [sherrym@sjvc.edu](mailto:sherrym@sjvc.edu)

### **Santa Barbara Business College**

211 South Real Road  
Bakersfield, CA 93309-2139  
Phone: (661) 835-1100  
Fax: (661) 835-0242  
Web Site: <http://www.sbbcollege.edu>  
E-Mail: [RonL@sbbcollege.edu](mailto:RonL@sbbcollege.edu)

### **Sierra Sands Unified School District Adult School**

140 West Drummond Avenue  
Ridgecrest, CA 93555-3118  
Phone: (760) 446-5872  
Fax: (760) 499-7053  
Web Site: <http://www.ssusd.org>

### **Southern Kern Unified School District Adult School**

3082 Glendower Street  
P. O. Drawer CC  
Rosamond, Ca 93560-0640  
Phone: (661) 256-5090  
Fax: (661) 256-6868  
Web Site: <http://www.skusd.k12.ca.us>  
E-Mail: [reubanks@skusd.k12.ca.us](mailto:reubanks@skusd.k12.ca.us)

### **Taft College**

29 Emmons Park Drive  
Taft, CA 93268-2317  
Phone: (661) 763-7700  
Fax: (661) 763-7705  
Web Site: <http://www.taft.cc.ca.us>  
E-Mail: [sliddell@taft.org](mailto:sliddell@taft.org)

## **Tehachapi Unified School District**

711 Anita Drive  
Tehachapi, CA 93561-1501  
Phone: (661) 822-2130  
Fax: (661) 822-2207  
Web Site: <http://www.teh.k12.ca.us>  
E-Mail: [tbarker@teh.k12.ca.us](mailto:tbarker@teh.k12.ca.us)

## **Union Truck Driving School**

2201 South Union Avenue  
Bakersfield, CA 93307-4157  
Phone: (661) 827-9010  
Fax: (661) 396-9884

## **University of LaVerne Kern County Campus, Bakersfield**

P. O. Box 153  
Bakersfield, CA 93302-0153  
1600 Truxtun Avenue, Suite 100  
Bakersfield, CA 93301-5104  
Phone: (661) 328-1430  
Toll Free: (800) 695-4858, Ext. 5220  
Fax: (661) 328-1378  
Web Site: <http://www.ulv.edu/sce/campuses/kc/>  
E-Mail: [meskec@ulv.edu](mailto:meskec@ulv.edu)

## **University of Phoenix Bakersfield Learning Center**

4900 California Avenue, Tower A, Suite 300  
Bakersfield, CA 93309-7018  
Phone: (661) 633-0300 or (888) 828-2755  
Fax: (661) 633-2711  
Web Site: <http://www.phoenix.edu>

## **University of Phoenix Edwards Air Force Base Campus**

140 Methusa Avenue  
Edwards Air Force Base, CA 93524-1400  
Phone: (661) 258-5916 or (800) 888-1968  
Fax: (661) 258-5917  
Web Site: <http://www.phoenix.edu>

## **Webster University**

### **Edwards Air Force Base Campus**

140 Methusa Avenue, 95 MSS/DPEE  
Edwards Air Force Base, CA 93524  
Phone: (661) 258-8501  
Fax: (661) 258-8507  
Web Site: <http://www.websteruniv.edu/edwardsafb>  
E-Mail: [gayer@webster.edu](mailto:gayer@webster.edu)

## **West Side Regional Occupational Program**

P. O. Box 1337  
Taft, CA 93268-1337  
515 9th Street  
Taft, CA 93268  
Phone: (661) 765-7185  
Fax: (661) 765-7187  
E-Mail: [dcloud@zeus.kern.org](mailto:dcloud@zeus.kern.org)

## **Western Truck School**

3550 Fruitvale Avenue  
Bakersfield, CA 93308-5106  
Phone: (661) 588-4429  
Fax: (661) 588-4769  
Web Site: <http://www.westerntruckschool.com/>  
E-Mail: [baker@westerntruckschool.com](mailto:baker@westerntruckschool.com)

## **Zoom Graphics**

2920 F Street, Suite D9  
Bakersfield, CA 93301-1829  
Phone: (661) 324-5739  
Fax: (661) 324-3043  
Web Site: <http://www.zoomgfx.com>  
E-Mail: [zoomgfx@pacbell.net](mailto:zoomgfx@pacbell.net)

# Previously Surveyed Occupations



isted below are occupations that Employers' Training Resource has previously surveyed since 1990 for Kern, Inyo and Mono Counties under the California Cooperative Occupational Information System (CCOIS) project. Prior to the survey year 2000, Kern County occupations were surveyed separately from Inyo and Mono Counties occupations. Summaries of these occupations are available through Employers' Training Resource or at the state of California Employment Development Department website: <http://www.calmis.cahwnet.gov>

## Kern, Inyo, and Mono Counties

Occupation	OES Code	Survey Year
Automotive Body and Related Repairers .....	853050	2002
Amusement and Recreation Attendants .....	680140	2001
Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision .....	939560	2001
Automotive Technicians (Exhaust Emissions) .....	620281999	2001
Bartenders .....	650050	2000
Bill and Account Collectors .....	535080	2002
Bus and Truck Mechanics and Diesel Engine Specialists .....	853110	2001
Bus Drivers .....	971080	2000
Bus Drivers - School .....	971110	2001
Call Center Workers .....	531230999	2000
Child Care Workers .....	680380	2000
Civil Engineers .....	221210	2000
Combined Food Preparation and Service Workers .....	650410	2001
Computer Engineers .....	221270	2002
Computer Support Specialists .....	251040	2001
Cooks - Institution or Cafeteria .....	650280	2001
Cooks - Restaurant .....	650260	2002
Correction Officers and Jailers .....	630170	2000
Customer Service Representatives .....	553350998	2002
Dental Hygienists .....	329080	2000
Desktop Publishing - Graphic Designers .....	979382999	2002
Dispatchers, Except Police, Fire and Ambulance .....	580050	2000
Drivers/Sales Workers .....	971170	2001
Education Administrators .....	150050	2001
Electrical and Electronic Engineers .....	221260	2000
Elementary School Teachers .....	313050	2002
Employment Interviewers - Private or Public Employment Service .....	215080	2000
Farm Equipment Mechanics .....	853210	2002
File Clerks .....	553210	2002
Financial Managers .....	130020	2000
Food Service Managers .....	150261	2001
Forklift Operators .....	921683999	2000
Guards and Watch Guards .....	630470	2001
Hand Packers and Packagers .....	989020	2002

## Previously Surveyed Occupations

(continued)

### Kern, Inyo, and Mono Counties (continued)

Occupation	OES Code	Survey Year
Heating, Air Conditioning, and Refrigeration Mechanics and Installers .....	859020	2002
Home Health Aides .....	660110	2000
Hosts, Hostesses - Restaurant, Lounge or Coffee Shop .....	650020	2002
Hotel Desk Clerks .....	538080	2001
Instructors - Nonvocational Education .....	313170	2002
Janitors and Cleaners - Except Maids and Housekeeping Cleaners .....	670050	2001
Legal Secretaries .....	551020	2000
Licensed Vocational Nurses .....	325050	2001
Loan Officers and Counselors .....	211080	2002
Lodging Managers .....	150262	2000
Machinery Maintenance Mechanics .....	851190	2001
Maids and Housekeeping Cleaners .....	670020	2001
Marketing, Advertising, and Public Relations Managers .....	130110	2000
Medical and Clinical Laboratory Assistants .....	329050	2002
Medical Assistants .....	660050	2001
Medical Secretaries .....	551050	2002
Mobile Heavy Equipment Mechanics - Except Engines .....	853140	2002
Nurse Aides .....	660080	2002
Order Clerks - Materials, Merchandise, and Service .....	553230	2001
Packaging and Filling Machine Operators and Tenders .....	929740	2000
Personnel, Training, and Labor Relations Managers .....	130050	2000
Pest Controllers and Pest Control Assistants .....	670080	2002
Phlebotomists .....	079364999	2002
Physical Therapists .....	323080	2002
Plumbers, Pipefitters, and Steamfitters .....	875020	2002
Property and Real Estate Managers and Administrators .....	150110	2001
Radiologic Technologists .....	329190	2000
Registered Nurses .....	325020	2001
Roofers .....	878080	2000
Rotary Drill Operators - Oil and Gas Extraction .....	879110	2002
Roustabouts .....	879210	2002
Salespersons - Retail (Except Vehicle Sales) .....	490112	2001
Secretaries, Except Legal and Medical .....	551080	2001
Teachers and Instructors - Vocational Education and Training .....	313140	2000
Teachers - Preschool .....	313030	2001
Teachers - Special Education .....	313110	2000
Telephone and Cable TV Line Installers and Repairers .....	857020	2000
Tire Repairers and Changers .....	859530	2000
Traffic, Shipping, and Receiving Clerks .....	580280	2001
Vocational and Educational Counselors .....	315140	2002
Welders and Cutters .....	939140	2000

## Previously Surveyed Occupations (continued)

### Kern County

Occupation	OES Code	Survey Year
Accountants and Auditors .....	211140	1999
Bakers—Bread and Pastry .....	650210	1999
Computer Programmers, Including Aides .....	251051	1998
Counter and Rental Clerks .....	490170	1999
Data Processing Equipment Repairers .....	857050	1997
Electricians .....	872020	1998
Food Preparation Workers .....	650380	1998
Gaugers .....	950170	1997
Graders and Sorters - Agricultural Products .....	790110	1997
Hairdressers, Hairstylists, and Cosmetologists .....	680050	1999
Medical Records Technicians .....	329110	1999
Network Control Technicians .....	031262995	1998
Operating Engineers .....	979560	1998
Personnel, Training, and Labor Relations Specialist .....	215110	1997
Receptionists and Information Clerks .....	553050	1997
Salespersons - Parts .....	490140	1999
Social Workers - Medical and Psychiatric .....	273020	1999
Stock Clerks - Stockroom, Warehouse, Storage Yard .....	580230	1999
Teachers - Secondary School .....	313080	1998
Truck Drivers, Light - Includes Delivery and Route Workers .....	971050	1998
Vehicle Washers and Equipment Cleaners .....	989050	1999

## Inyo and Mono Counties

Occupation	OES Code	Survey Year
Carpenters .....	871020	1999
Cashiers .....	490230	1999
Cooks - Specialty Fast Food .....	650320	1999
Dining Room and Cafeteria Attendants and Bartender Helpers .....	650140	1994
Food Preparation Workers .....	650380	1998
Forest and Conservation Workers .....	790020	1993
Instructors and Coaches - Sports and Physical Training .....	313210	1994
Laborers, Landscaping and Groundskeeping .....	790410	1999
Maintenance Repairers - General Utility .....	851320	1999
Painters, Paperhangers - Construction and Maintenance .....	874020	1995
Paving, Surfacing, and Tamping Equipment Operators .....	877080	1998
Receptionists and Information Clerks .....	553050	1999
Salespersons - Parts .....	490140	1996
Service Station Attendants .....	978050	1993
Stock Clerks - Sales Floor .....	490210	1997
Tellers .....	531020	1995
Truck Drivers, Light - Includes Delivery and Route Workers .....	971050	1997
Typists, Including Word Processing .....	553070	1996



## Sample Questionnaire

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>Occupation: 474071 Septic Tank Servicers and Sewer Pipe Cleaners</b>		
Clean and repair septic tanks, sewer lines, or drains. May patch walls and partitions of tank, replace damaged drain tile, or repair breaks in underground piping.		
<b>Does your firm employ any individual performing the duties in the occupation described above?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in <b>your county</b> .		
1. What job title(s) does your firm use for <b>these duties</b> ?	Job Title(s): _____	
2. a. How many employees does your firm currently have in <b>this occupation</b> ?	Number of Employees: _____	
b. In <b>this occupation</b> , how many are:	Number of Males: _____	Number of Females: _____
c. In <b>this occupation</b> , how many current employees are there; and on average, how many weekly hours do they work:?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for <b>this occupation</b> ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in <b>this occupation</b> within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		_____
vacancies resulting from people in permanent positions leaving your firm?		_____
new permanent positions resulting from growth?		_____
temporary, on call, or seasonal positions?		_____
5. a. During the last 12 months, did your firm's employment in <b>this occupation</b> : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in <b>this occupation</b> to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for <b>this occupation</b> , is prior experience in this occupation required? If yes or preferred, how much experience in <b>this occupation</b> is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for <b>this occupation</b> , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult      1      2      3      4      Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for <b>this occupation</b> , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult      1      2      3      4      Difficult		

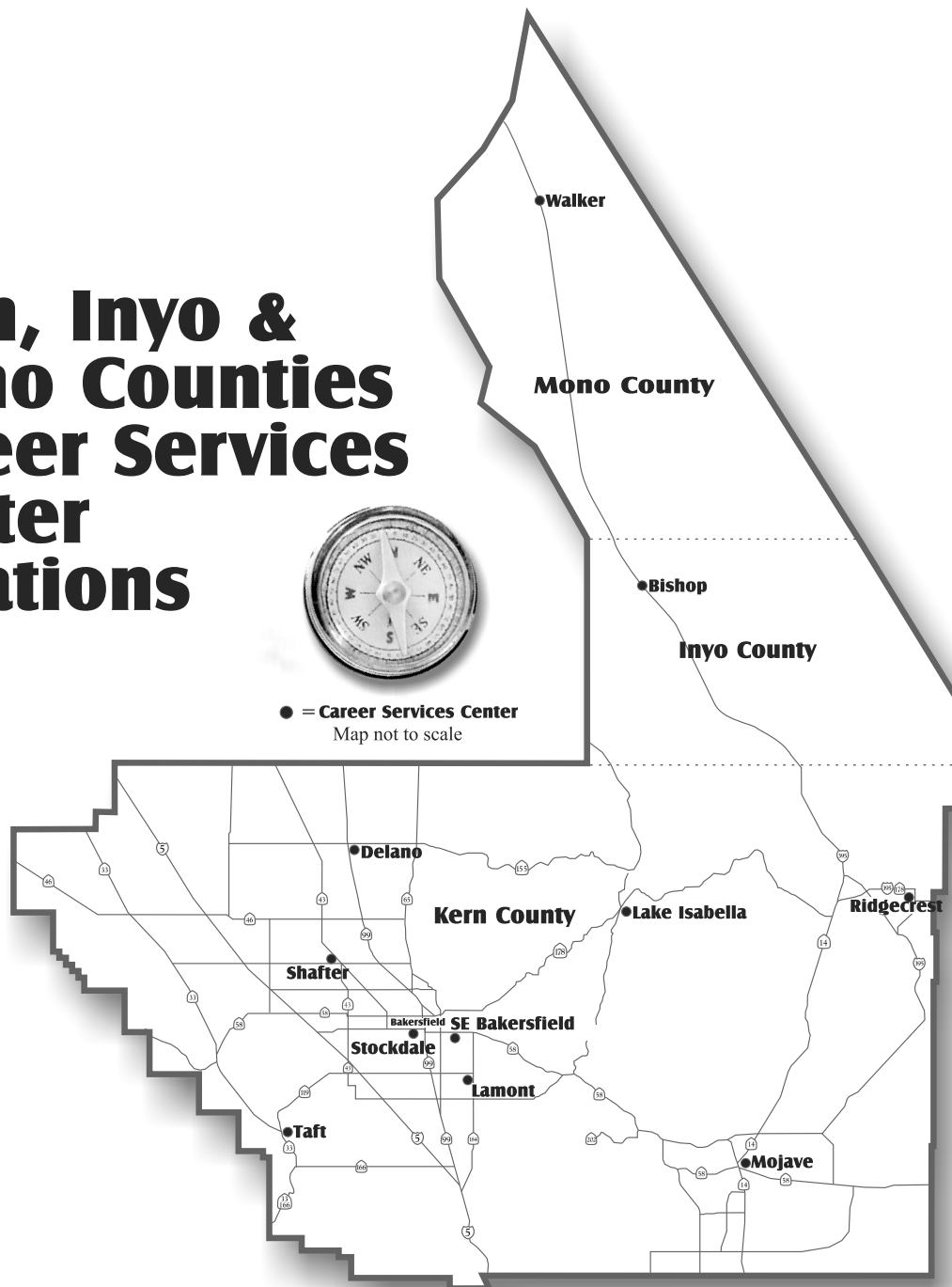
9. Does your firm accept training as a substitute for experience <b>in this occupation</b> ? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)		
10. Is technical or vocational training required prior to employment <b>in this occupation</b> ? If yes or preferred, what kind of training is <b>required</b> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)		
11. What is the minimum level of education your firm <b>requires</b> when hiring an applicant <b>in this occupation</b> ? (Check one).				
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study				
12. What is the usual income earned by your firm's employees in <b>this occupation</b> at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and type(s) of compensation.		
<ul style="list-style-type: none"> <li>• New hires, no experience (trained or untrained):</li> <li>• New hires who are experienced:</li> <li>• Experienced employees after 3 years with your firm:</li> </ul> <p style="text-align: center; margin-top: 10px;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____	
13. Are the wages for employees <b>in this occupation</b> subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____	
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees <b>in this occupation</b> and which best describes who pays for them:				
	<u>Employer Pays All</u> FT    PT	<u>Share Cost</u> FT    PT	<u>Employee Pays All</u> FT    PT	<u>Not Provided</u> FT    PT
Medical Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Dental Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Vision Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Life Insurance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Sick Leave	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Vacation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Retirement Plan	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Child Care	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Other (Please Specify):	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
15. a. Does your firm ever promote employees <b>in this occupation</b> to higher level positions?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____	
If yes, what are the titles of the positions to which they may be promoted?				
b. What skills are important for career advancement?				
16. What computer software skills, if any, does your firm seek in applicants <b>for this occupation</b> ? (Please check all that apply)				
Specify software names: <input type="checkbox"/> None				
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____				
17. What other new skills are needed to perform the duties of this occupation? _____				
18. When your firm hires employees <b>for this occupation</b> , which are the top <b>three</b> most successful recruitment methods?				
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____				
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____		
Would you like to receive a complimentary copy of the survey results for this occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**THANK YOU FOR YOUR COOPERATION!**

# Kern, Inyo & Mono Counties Career Services Center Locations



● = Career Services Center  
Map not to scale



## Kern County

5121 Stockdale Hwy.  
Bakersfield, CA 93309  
661.398.9675, Fax 661.336.6750

1600 E. Belle Terrace  
Bakersfield, CA 93307  
661.635.2680, Fax 661.635.2762

**Back to Work Center**  
2001 28th Street  
Bakersfield, CA 93301  
661.336.6600, Fax 661.336.6630

**Business Center**  
2100 Chester Avenue,  
Bakersfield, CA 93301  
661.336.6640, Fax 661.324.6893

1816 Cecil Ave.  
Delano, CA 93215  
661.721.5800, Fax 661.721.5850

5640-D Lake Isabella Blvd.  
P. O. Box 2366  
Lake Isabella, CA 93240  
760.379.6000, Fax 760.379.6001

10215 Stobaugh St.  
Lamont, CA 93241  
661.336.6800, Fax 661.336.6817

2300 Highway 58  
Mojave, CA 93501  
661.824.7800, Fax 661.824.7801

1400 N. Norma St. Suite 105  
Ridgecrest, CA 93555  
760.446.2595, Fax 760.446.5108

113 N. Central Valley Hwy.  
Shafter, CA 93263  
661.746.8400, Fax 661.746.8402

1012 N. 6th St.  
Taft, CA 93268  
661.763.5491, Fax 661.763.5490

**All Services Provided  
At NO-FEE!!**

## Inyo County

914 N. Main St.  
Bishop, CA 93514  
760.872.4954, Fax 760.872.4950

## Mono County

107384 Highway 395  
Walker, CA 96107  
530.495.1262, Fax 530.495.1483

**CAREER  
SERVICES  
CENTER**



EMPLOYERS'  
TRAINING  
RESOURCE



# CAREER SERVICES CENTER

